Practicum in Community Psychology (PSYC 3901-3902)
The InfoPack
2017-2018

This *InfoPack* includes the following:

- An FAQ for those curious about the practicum and those enrolled in the course.
- A list of approved placement agencies.

If you have any questions, please contact the *Practicum Coordinator*, matthew.sorley@carleton.ca.

Carleton UNIVERSITY

Practicum in Community Psychology (PSYC 3901-3902)
The FAQ
2017-2018

The *Practicum in Community Psychology FAQ* includes answers to the following questions:

Before the Application: Learning More
1. What is the undergraduate Practicum in Community Psychology?
2. How will my learning be assessed?
3. Are there any classes to attend?
4. Who is the Practicum Coordinator?
5. How do I participate?

After Receiving Permission: Securing a Placement and Getting Started
1. What should I know about securing a placement?
2. When should I arrange my placement?
3. I have several agencies in mind and I'm not sure which to approach first. Can you help?
4. Any suggestions on how to introduce myself to an agency?
5. An agency has said no to my request for a placement. What should I do?
6. An agency is considering a placement for me. What are they likely to request?
7. How should I conduct myself when dealing with agencies?
8. What documents need to be approved by the Practicum Coordinator before I may begin?
9. My placement involves contributing to a research project. What do I need to know?
10. I'd like my practicum to be applied to a Concentration in Psychology. Now what?
11. What dates and deadlines should I know about?
12. What if I still have questions?

Before the Application: Learning More

1. What is the undergraduate Practicum in Community Psychology?

The primary purpose of *Practicum in Community Psychology* (PSYC 3901/3902) is to provide students with the opportunity to combine their academic studies with experience in an applied environment. Under supervision, students apply psychology in settings such as community agencies, hospitals, government departments, or other organizations. Some placements are research-based, while others are more applied in nature.

The practicum provides students with an opportunity to cultivate the professional skills that are associated with success in the workplace, engage with the discipline outside the classroom, become more involved with the career planning process, and make valuable contacts in the community. The required time commitment is 7-15 hours per week during either the fall (3901) or winter (3902) term and students earn 0.5 credit along the way.

2. How will my learning be assessed?

Student learning will be assessed via the following:

- *Field Evaluation (completed by the Placement Supervisor).* This is a formal evaluation of student performance at the practicum setting. A blank copy of the *Field Evaluation Form* is available on the Practicum website in both PDF and Word format.

- *Practicum Report (completed by the Student).* This assignment provides an opportunity for students to write about their agency, practicum activities, and personal reflections regarding what has been accomplished and learned.

- *Practicum in Psychology Conference (PRACTICON).* Students prepare an engaging and informative poster highlighting the most important elements of their practicum. Colleagues, members of the Department of Psychology, and Agency partners are invited to attend. The Department of Psychology will provide poster boards free of charge, but students will be responsible for the cost of printing their posters.

Details on these elements will be made available in the course outline.

3. Are there any classes to attend?

Classes will be held during the first and last week of term. The first class will focus on administrative matters and a discussion of professional issues and how to make the most of the Practicum experience. The last class will involve students offering a poster presentation to colleagues, members of the department, and invited agency partners *(PRACTICON)*. Attendance at all scheduled classes is mandatory.

4. Who is the Practicum Coordinator?

My name is Matthew Sorley and for those receiving permission to register in the course, I'll be working with you through the end of the *Practicum.* This involves supporting your efforts to secure a placement, complete the administrative requirements, prepare yourself to succeed in the field, and learn via the course assignments. I'm also serving as a resource for any questions that you have or issues that you experience along the way. I'm also available for those considering the practicum or looking for other ways to gain experience outside of the classroom.

5. This all sounds great. How do I participate?

To participate, students must

- achieve at least 3rd-year standing in Psychology
- submit an application to the Department of Psychology
- receive permission from the Department of Psychology

Each April, the department starts accepting applications for the upcoming fall and winter terms. The first day to submit applications for the 2017-2018 year was April 3, 2017. Enrolment is limited, so if you don't gain a spot in the course, consider exploring other ways to gain experience in psychology.

After Receiving Permission: Securing a Placement and Getting Started

1. What should I know about securing a placement?

After receiving permission to register in the course, it's time to secure a placement involving activities that are related to the field of psychology in a meaningful way. Placements typically take place in a community setting, government department, or hospital setting and normally involve publicly supported or non-profit agencies providing services to the community.

A list of approved placement agencies appears later in this *InfoPack*. However, many students will choose to arrange a placement with agencies that are not on the approved list. If going this route, please consult with the *Practicum Coordinator* to determine suitability. Note that we typically expect agency supervisors to hold an advanced degree in psychology or a related discipline. However, in some circumstances, considerable experience in the field can be an acceptable substitute.

2. When should I arrange my placement?

You are encouraged to have confirmation as soon as possible AFTER receiving permission to register in the course. This is important because 1) the more popular placements fill-up quickly, and 2) many placements have requirements (e.g., police check, immunizations, etc.) that must be satisfied prior to the commencement of placement activities. Some of these requirements can take several weeks to satisfy and may result in additional financial costs. Make sure that you communicate with the agency and understand all requirements and costs in advance.

3. I have several agencies in mind and I'm not sure which to approach first. Can you help?

Before approaching an agency, consider the following questions:

1. What do they do?
2. Who are their clients?
3. What skills can you bring to the agency and how you can help?
4. What skills would you like to acquire and refine while at the placement?
5. What are your career plans?
6. Why are you approaching this agency?

Addressing these questions will help you more fully consider your preferences and what you're hoping to learn in the *Practicum*.

4. Any suggestions on how to introduce myself to an agency?

Contacting agencies may place you outside your comfort zone. Here are some suggestions for what to include in your concise introductory email:

- Identify yourself as a 3rd or 4th year Psychology student at Carleton University.
- Indicate that you are participating in the Practicum course and are hoping to gain practical experience working in the field.
- Note that placements are typically 7-15 hours per week for 12 weeks and indicate your term of registration.
- Suggest that you are hoping to assist with the work being conducted at their agency so that you may acquire experience, apply your skills and knowledge, and make a valuable contribution.

- Mention that no compensation is required, just a sponsor willing to supervise your work.
- Indicate a willingness to meet and discuss at their earliest convenience.

5. An agency has said no to my request for a placement. What should I do?

First, thank the agency for their time. Second, maintain a positive attitude and move on to another agency. Securing a placement requires time and effort and it's not unusual to approach several agencies along the way.

6. An agency is considering a placement for me. What are they likely to request?

Some services will ask for a CV, a list of references, a copy of your academic audit, samples of writing, an interview, among other requirements. It's also not unusual for a police-check or immunizations to be necessary and fulfilling these requirements can take time. However, it is up to you to learn what is required and to be familiar with any associated costs.

7. How should I conduct myself when dealing with agencies?

Conduct yourself in a professional manner at all times. How you behave will reflect on the course, the Department of Psychology, Carleton University and you. It is expected that each student will behave in a manner reflecting the high personal, professional and academic standards set by the University. By participating in the Practicum, you have an opportunity to make a meaningful contribution to the community agency and the people who use its services. Simply, you have the potential to make a positive difference and this is a privilege.

Students should use their Carleton email accounts in all email communication with the Practicum Coordinator and Agency Supervisor. In addition, students are expected to agree to abide by the standards and regulations of the agency and to ensure the information they have access to will remain confidential. More information on conduct will be considered during our first class.

8. What documents need to be approved by the Practicum Coordinator before I begin?

Before your activities with the agency may begin, the following documents must be reviewed and approved by the *Practicum Coordinator*:

- ***Student-Agency Contract (completed by Student and Placement Supervisor).*** This collaborative effort includes details around supervision, scheduling, learning outcomes, and the various duties and tasks to be performed by the student. In completing this document, be mindful of what you are hoping to accomplish via the *Practicum*. A goal is to make the most of the experience and this should be reflected in the Contract. A blank copy of the *Contract* is available on the Practicum website in both PDF and Word format.

- ***Letter to Placement Employers (completed by Placement Supervisor)***. This form outlines the process for determining insurance coverage and includes a declaration acknowledging the responsibility to provide a safe environment, adequate supervision, and to report any workplace injuries to the University. To access the form, visit Risk and Insurance. Note that the course deadline for submitting completed documents to the course instructor is earlier than what is specified on the Risk and Insurance site.

- ***Student Declaration of Understanding (completed by Student).*** This form outlines the insurance coverage that is provided to students and includes a declaration that students understand this coverage and the obligation to report any workplace injuries to the employer and the University. The form is available via Risk and Insurance. Note that the course deadline for submitting completed documents to the course instructor is earlier than what is specified on the Risk and Insurance site.

9. My placement involves contributing to a research project. What do I need to know?

Some placements may include a research component. Research that is part of a practicum placement must be distinct from other undergraduate research such as honours thesis or independent study, and must be guided by the Placement Supervisor, and not a Carleton faculty member.

Although rare, placements that include projects that are separate from research that is part of the organization's mandate AND includes activities such as participant recruitment, data collection, and entry and coding of non-anonymous data, must receive advance ethics approval from CUREB-B. Ethics approval from Carleton is required even for research projects that have already received ethics approval from the placement (e.g., Ottawa Hospital Research Ethics Board). Note that Carleton ethics approval may take several weeks, so students are encouraged to consult with the Practicum Coordinator as soon as possible to determine ethics requirements and to secure any necessary ethics approval.

10. I'd like my practicum to be applied to a Concentration in Psychology. Now what?

If you would like the *Practicum* to stand in partial fulfilment of a concentration, your activities in the Practicum will need to be consistent with your chosen concentration. Indicate your concentration in the appropriate field on the *Student-Agency Contract*. Suitability will be determined after the *Practicum Coordinator* has reviewed your Contract. If you have questions about whether a specific placement typically fulfils a specific concentration, please contact the *Practicum Coordinator*.

11. What dates and deadlines should I know about?

To assist your planning, here is a list of relevant timelines:

ITEM	FALL TERM 2017	WINTER TERM 2018
First possible day of activities with the Agency	September 6	January 8
In-class session	September 7	January 11
Last day for students to submit Practicum documentation • *Student-Agency Contract* • *Student Declaration of Understanding* • *Letter to Placement Employers*	September 19	January 19
Reading Week	October 23-27	February 19-23
Practicum in Psychology Conference *(PRACTICON)*	December 7	April 5
Last day of formal Practicum activities with the Agency	December 8	April 11
Field Evaluation due	December 15	April 18

Due dates for submitting the *Practicum Report* and a digital copy of your *PRACTICON* poster will be made available in the course outline.

12. What if I still have questions?

Your first step is to see if your question is addressed in this *Infopack.* After that, you're welcome to contact me with any questions. It's positive to see that you're looking for ways to gain experience outside the classroom.

Matthew Sorley
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(613) 520-2600 ext. 8686
matthew.sorley@carleton.ca

Practicum in Community Psychology (PSYC 3901-3902)
List of Approved Placement Agencies
2017-2018

Alternative Learning Styles and Outlooks (ALSO)

Contact: Kim Oastler, Executive Director
Phone: 613-233-8660
Email: kim@also-ottawa.org
Web: http://www.also-ottawa.org/
Note: Can take 2 students per term. ALSO is a safe and caring community learning centre. We work with individuals and families who are high risk and require extra support. ALSO builds on individual and family strengths and supports the development of the skills needed for work, training, further education and daily living.

Autism Initiative – Ottawa Carleton District School Board

Contact: June Pimm, Coordinator
Email: june.pimm@sympatico.ca
Note: This placement offers first-hand experience with very young children diagnosed with autism and an opportunity to participate in the newer developmental approach to intervention that we are implementing in the Ottawa Carleton District School Board.

Canadian Health Adaptations, Innovations, and Mobilization Centre (CHAIM)

Contact: Dr. Kim Matheson, Director
Phone: (613) 520-2652
Email: kim.matheson@carleton.ca
Web: https://carleton.ca/chaimcentre/
Note: Students interested in Health Psychology will participate in activities that contribute to knowledge mobilization of health research. You will attend CHAIM Centre meetings, events, and public lectures. You will conduct interviews with speakers and researchers, write about research so that it is accessible to a lay public, engage with social media, and assist with other activities associated with knowledge transfer.

Canadian Mental Health Association – Cornwall

Contact: Tammy Legros, Intensive Case Manager
Email: legrost@cmha-east.on.ca
Web: www.cmha-east.on.ca
Note: All students are required to submit a cover letter and resume, conduct a formal interview, provide references that can be contacted following the interview, and provide a recent police record check prior to practicum. It is preferable that Carleton students be available on Monday and/or Tuesday's for their hours. Students are encouraged to view our website and to be informed about the programs and services

that we offer. It would be beneficial if students possess some expertise in statistics and experimental design. Last minute requests are usually not accepted.

Career Services, Carleton University

Contact: Phaedra Gryz
Phone: (613) 520-6611
Email: Phaedra.gryz@carleton.ca
Web: https://carleton.ca/career/
Note: Psychology practicum students who choose to work at Career Services will have the opportunity to develop one-on-one coaching and advising skills. Practicum students will be required to effectively assess student needs in person, over the phone and via email in accordance with the Career Services triage process. They will also conduct preliminary interactions with students wherein they may speak to resume and cover letters, job searching and networking strategies, and interview skill development. The practicum student will also provide introductions to resources to support students in exploring career and program options. Taking accurate, and detailed notes to document the service provided will be essential. Further, the practicum student will refer and book appointments with the career counselling staff as required. This placement will require strong time management and exceptional interpersonal skills to support students one-on-one within a busy office. The placement is semi-structured: While direct supervision is provided, we are looking for independent workers who can take initiative, demonstrate professionalism, and maintain student confidentiality.

Causeway Work Centre

Contact: Frances Daly, Manager of Programs and Services
Phone: (613) 725-3494, extension 115
Email: fdaly@causewayworkcentre.org
Web: http://www.causewayworkcentre.org/
Note: Causeway is focused on helping people overcome complex employment barriers such as mental health issues, homelessness, lack of education and poverty. For those individuals who are struggling to find work and who don't know where to start, Causeway can be the first step.

Centre for Cognitive Therapy

Contact: Dr. Jane Blouin
Email: jane_blouin@ocbt.ca
Web: https://ocbt.ca/

Centre for Healthy Active Living (CHAL) at the Children's Hospital of Eastern Ontario (CHEO)

Contact: Charmaine Mohipp, Research Associate
Email: cmohipp@cheo.on.ca
Web: http://www.cheo.on.ca/en/centrehealthyactiveliving
Note: This is a research placement at a pediatric clinic for severe complex obesity. All placements require a police record check.

Centre for Student Academic Support, Carleton University

Contact: Lakin Dagg, Student Support Officer
Phone: (613) 520-2600, extension 1869
Email: lakin.dagg@carleton.ca
Web: https://carleton.ca/csas/
Note: Within the Centre for Student Academic Support (CSAS), there are numerous learning and skill development opportunities for placement students. The Supervisor and student will work collaboratively to individualize the placement responsibilities, when possible, to align with the student's desired learning outcomes. However, a primary responsibility of the placement is the facilitation of 1-on-1 Study Skills Drop ins. The placement student will provide 1-on-1 contextualized/personalized support to students wanting to hone their abilities, learn new strategies, and overall develop new approaches for achieving academic success. Practicum students will learn to apply their knowledge through the delivery of 1-on-1 sessions, gaining valuable practical experience in providing individualized support to clients.

Children's Hospital of Eastern Ontario Research Institute

Contact: Paula Cloutier
Phone: (613) 737-7600, extension 3672
Email: cloutier@cheon.on.ca
Web: http://www.cheori.org/en/mentalhealthresearchOverview
Note: All placements require a police record check and up to date immunizations.

Correctional Service Canada (CSC) – Evaluation Division

Contact: Nicole Allegri, Senior Evaluation Manager
Phone: (613) 995-1560
Email: Nicole.allegri@csc-scc.gc.ca
Note: Students are offered a range of work experiences. Depending on the stage of the evaluation, students may be asked to contribute to literature reviews, data collection instrument design and methodology, conducting interviews, performing analyses, writing results, and a range of other activities as well. Students are fully engaged in the evaluation process.

Correctional Service Canada (CSC) – Research Branch

Contact: Dr. John Weekes
Email: john.weekes@csc-scc.gc.ca
Note: Interested students should forward an email with the following information: year, program, CV, and a summary of corrections and statistics knowledge. In addition, prior to starting their placement, students will be requested to agree to an 'enhanced reliability' security review, which includes a criminal history check. The security review is conducted by CSC.

Elizabeth Fry Society

Contact: Bryonie Baxter, Executive Director
Email: bryonie.baxter@efryottawa.com
Web: http://www.efryottawa.com/
Note: Students must be available for both days and evening work. We are unable to supervise graduate students.

John Howard Society of Ottawa-Carleton

Web: http://johnhoward.on.ca/ottawa/

Learning Zone: Brockville Mental Health Centre/St. Lawrence Valley Correctional & Treatment Centre

Contact: Kathy Miller-Pringle, OCT
Phone: (613) 345-1461, extension 2624
Email: Kathy.miller-pringle@theroyal.ca
Note: The Learning Zone, housed in the Forensic Treatment Unit, is a modern-day, one-room schoolhouse for both inpatients and outpatients. Placement hours are available only on Mondays, Wednesdays and Thursdays.

Lynwood Park Retirement Community

Contact: Jennifer Meeks
Email: jmeeks@regallc.com
Web: http://lynwoodpark.ca/about-us/
Note: Interested students should provide a copy of their resume, the names of three references, a TB test, and a recent police check. This placement is appropriate for those interested in working with older seniors in an independent retirement setting (not nursing home). All students are expected to complete mandatory training and orientation. Students can review the agency website in advance to familiarize themselves with the home and activities.

Maison Decision House

Contact: Louis Berube
Phone: (613) 728-5013
Email: decision@trytel.com
Web: http://www.decisioncanada.com/EnglishHome.html

Ottawa Children's Treatment Centre

Contact: Natalie Quaile
Phone: (613) 688-2126, extension 4026
Email: nquaile@octc.ca
Web: http://www.octc.ca/
Note: All students must have a police check for the vulnerable sector completed within the last six months. In addition, evidence must be provided of up to date immunizations.

Paul Menton Centre, Carleton University

Contact: Jessie Gunnell or Laura Brawn
Phone: 613-520-6608
Email: Jessie.gunnell@carleton.ca, laura.brawn@carleton.ca
Web: https://carleton.ca/pmc/
Note: Psychology practicum students at the PMC have the opportunity to develop one-on-one coaching, use instructional practices effective in supporting students with disabilities, create and apply individualized and compensatory learning strategies, use assistive technology applicable to university-level expectations. This requires an understanding of students' unique learning profile based on documentation and academic experience. Our goal is to help students become independent self-advocates. The placement is semi-structured: While direct supervision is provided, we are looking for independent workers who can take initiative, demonstrate professionalism, and maintain student confidentiality. Mandatory training takes place during the final week of August.

Royal Canadian Mounted Police (RCMP) – National Criminal Operations

Contact: Simon Baldwin, National Criminal Operations, Contract & Aboriginal Policing Directorate – Research Unit
Email: simon.baldwin@rcmp-grc.gc.ca
Web: http://www.rcmp-grc.gc.ca/ccaps-spcca/index-eng.htm
Note: Due to time constraints in completing security clearances, students interested in placement with the RCMP should begin assembling sources for character references, student transcript, previous addresses, employer information. Applying students must be of good character. You must possess integrity, honesty, professionalism, compassion, respect, accountability. Students are expected to commit 15 hours per week to this placement. Applicants will be required to undergo security and personal suitability interviews or tests designed to assist in the selection of the most suitable candidates.

The Ottawa Hospital Cancer Centre - Psychosocial Oncology Program

Contact: Dr. Cheryl Harris, C. Psych
Phone: (613) 737-8899, extension 79533
Email: charris@toh.on.ca
Note: This is a research practicum; criminal records check (at student's expense), up-to-date immunization record, and participation in a one day hospital orientation are required.

The Ottawa Hospital - Pain Clinic

Contact: Dr. Patricia Poulin, C. Psych.
Phone: (613) 737-8899, extension 73897
Email: ppoulin@toh.on.ca
Note: The placement emphasizes applied clinical research in chronic pain.

Vista Centre Brain Injury Services

Contact: Stephane Hebert, Program Manager
Phone: (613) 729-9379
Email: shebert@vistacentre.ca
Web: http://www.vistacentre.ca/
Note: Provides support to individuals living with effects of brain injury. This placement is relatively unstructured.

Women's Initiatives for Safer Environments

Contact: Valerie Collicott, Elsy David
Phone: (613) 230-6700
Email: valeriecollicott@wiseottawa.ca, elsydavid@wiseottawa.ca
Web: http://www.wiseottawa.ca/