



**Practicum in Psychology (PSYC 3901/3902)
The InfoPack
2020-2021**

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 Leader*: Joanna.pozzulo@carleton.ca



Practicum in Psychology (PSYC 3901/3902)
The FAQ
2020-2021

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

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Before the Application: Learning More

1. What is the undergraduate Practicum in Community Psychology?

The primary purpose of *Practicum in 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 hours per week (84 hours minimum) during either the summer (3901), fall (3901) or winter (3902) term; 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 Showcase*. Students will give a brief overview of their placement, what they learned, and what advice they would give to future practicum students.
- Details on these elements will be made available in the course outline.

3. Are there any classes to attend?

Two classes will be held. The first class is scheduled for the first week of term and will focus on administrative matters and a discussion of professional issues and how to make the most of the Practicum experience. The last class is held during the last week of term and involves students providing a brief overview of their placement to other students in the course. Attendance at all scheduled classes is mandatory.

4. Who is the Practicum Leader?

My name is Dr. Joanna Pozzulo 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

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 Leader* 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 start approaching agencies as soon as possible AFTER receiving permission to register in the course. Ideally you will be contacting agencies as soon as possible 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. Also, make sure you have an up-to-date resume for your placement supervisors. They will often want to review your resume prior to meeting with you.

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

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 hours per week (84 hours minimum in total) 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 financial compensation is required, just a sponsor willing to supervise your work.
- Indicate a willingness to meet and discuss at their earliest convenience.

Know that some agencies will respond right away, while others may not respond for several days or more than a week.

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 Resume/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 Leader* 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 Leader*.

- **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.

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, contact the *Practicum Leader*.

11. What dates and deadlines should I know about?

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

ITEM	FALL TERM 2020/WINTER TERM
First day of class (in-class session)	Sept. 10/Jan. 6
First possible day of activities with the Agency	Sept. 11/Jan. 7
Last day for students to submit Practicum documentation <ul style="list-style-type: none"> • <i>Student-Agency Contract</i> • <i>Student Declaration of Understanding</i> • <i>Letter to Placement Employers</i> 	Sept. 23/Jan. 23
Practicum Showcase (in-class session)	Dec. 9/April 9
Practicum Report due	Dec. 9/April 9
Field Evaluation due	Dec. 9/April 9

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.

Joanna Pozzulo, Ph.D.
Professor and Chair,
Department of Psychology
Carleton University
(613) 520-2600 ext. 1412
Joanna.Pozzulo@carleton.ca



Practicum in Community Psychology (PSYC 3901/3902)
List of Approved Placement Agencies
2020-2021

What appears below is a list of pre-approved placement agencies. This list is updated throughout the year. If you are considering a placement agency that does not appear on this list or know of an agency that would like to be included, please consult the *Practicum Leader, Dr. Joanna Pozzulo* (Joanna.pozzulo@carleton.ca).

Alternative Learning Styles and Outlooks (ALSO)

Contact: Mineh Fahim, Children's Program Educator
 Email: mineh@also-ottawa.org (please cc, 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.

Bairn Croft Residential Services

Contact: Amanda Belland, Human Resources Manager
 Email: amandab@bcrsottawa.com
 Web: <http://bairncroft.com/>
 Note: BCRS was established in 1996 and operates residential treatment programs and semi-independent living programs. BCRS provides multidimensional care with particular emphasis on the care of children, youth and adults with autism spectrum disorders (including high functioning youth with these challenges), those with dual diagnosis (intellectual deficits and mental health disorder), and multiple complex special needs. Student will be required to interact with the clients, learn day to day routines and individual behavior programs.

Batshaw Youth and Family Centre

Contact: Andrea Dumitrache, Social Worker
 Email: andrea_dumitrache@ssss.gouv.qc.ca
 Phone: (514) 935-6196 x1846
 Note: Montreal placement focused on shadowing youth protection workers.

Bruyere Research Institute

Web: <https://bruyere.uniweb.network>
 Note: Please contact individual researchers to determine their availability

Canada Border Services Agency

Contact: Stephanie Walsh, Manager, CBSA Assessment and Revenue Management (CARM) Branch
 Email: Stephaniew.Walsh@cbsa-asfc.gc.ca
 Phone: 343-291-6159
 Note: Organizational psychology placement, focused largely on staffing actions.

Canada Revenue Agency

Contact: Annik O'Brien, Standardized Assessment Section, Employment Programs Directorate
 Email: Annik.OBrien@cra-arc.gc.ca
 Note: **Fall/Winter terms only.** Security clearance needed. Due to time constraints, this placement is not possible in the Summer. A practicum with the industrial-organizational psychology team at the Canada Revenue Agency can provide students with a variety of exciting learning opportunities in the field, as well as the ability to gain experience working in the Federal Government within the field of Human Resources. Students can expect to work both independently and collectively on a variety of interesting projects among a team of psychology professionals. Examples of potential projects include creating test items, conducting literature reviews to implement and improve practices, developing surveys to address significant questions, and creating dynamic reports and presentations on innovative topics. Working on our team will not only allow students to apply the skills that they have acquired throughout their undergraduate degree to a friendly and energetic work environment, but will also allow students to further develop their analytical, written, and evaluative skills. If you are interested in completing a psychology practicum on our team, please email Annik O'Brien, at Annik.OBrien@cra-arc.gc.ca with your CV and a description of your interest in industrial-organizational psychology. Please note that a security clearance is required therefore contact us at least 3 months in advance of the start date of your practicum.

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.

Canadian Mental Health Association - Ottawa

Contact: <https://ottawa.cmha.ca/student-placement-opportunities/>

Career Services - Carleton University

Contact: Rocio Alvarez

Email: Rocio.Alvarez@carleton.ca

Web: <https://carleton.ca/career/>

Note: **Fall/Winter terms only.** 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.

Centre for Cognitive Therapy

Contact: Dr. Jane Blouin

Email: jane_blouin@ocbt.ca;
Victoria_alvarezude@ocbt.ca; office manager

Web: <https://ocbt.ca/>

Note: Please send resume to the office manager.

Children's Hospital of Eastern Ontario - Research Institute

Contact: Paula Cloutier, M.A. (Research Associate)
 Phone: (613) 737-7600, ext. 3672
 Email: pcloutier@cheo.on.ca
 Web: <http://www.cheori.org/en/mentalhealthresearchOverview>
 Note: **Not for summer amid Covid-19.** All placements require a police record check and up to date immunizations.

Centre for Healthy Active Living (CHAL) - 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: **Fall/Winter terms only.** This is a research placement at a pediatric clinic for severe complex obesity. All placements require a police record check (a volunteer letter can be provided). Students will gain experience in psychometry, data entry and database management. Students are expected to commit to at least 7.5 hours per week, and must be available either Monday or Tuesday mornings, in addition to half days on Thursdays for the duration of their placement.

Children's Hospital of Eastern Ontario - Ottawa Children's Treatment Centre - Behavioural Services

Contact: Kelsey Crosbie
 Phone: (613) 249-9355, extension 225
 Email: kecrosbie@cheo.on.ca
 Web: <http://www.cheo.on.ca/en/development-rehab>
 Note: This placement provides an opportunity for 4th year students to observe the principle of Applied Behavior Analysis (ABA) being implemented with a variety of individuals. Clients consist of children, youth and adults in both center based and community settings. Placement will offer an opportunity to observe assessment, treatment development and implementation of ABA principles to support clients with a variety of developmental and medical concerns.

All students must offer the following:

- 4th-year status in PSYC
- Police check for the vulnerable sector completed within last 6 months.
- Up to date immunizations
- Open to possible evening shifts
- Ease of transportation around the city (i.e., able to get to client locations such as group homes/homes/schools, etc.).
- Willingness to participate in a phone interview and pass phone screening

Clinical EEG & Cognitive Research Laboratory – Institute of Mental Health Research

Contact: Natalia Jaworska, PhD, Director
 Phone: 613.722.6521 ext. 6843
 Web: <https://eeglab-imhr.weebly.com/>

Correctional Service Canada (CSC) - Reintegration Programs Division

Contact: Julie St-Arnault and Marci Beitner
 Email: julie.st-arnault@csc-scc.gc.ca and marci.beitner@csc-scc.gc.ca
 Note: **Not for summer amid Covid-19.** Additional information to come.

Good Companions – Senior Centre without Walls Department

Contact: Nikkie Snagg
 Phone: (613) 236-0428, ext. 2230
 Email: nsnagg@thegoodcompanions.ca
 Web: <http://www.thegoodcompanions.ca>
 Note: Up to two students

Faculty of Arts and Social Sciences – First-Year Seminar Mentoring Program – Carleton University

Contact: Dr. Anne Bowker
 Phone: 613-520-2600, ext. 8218
 Email: anne.bowker@carleton.ca
 Note: **Fall/Winter terms only.** This placement involves mentoring students enrolled in first-year seminars offered by the Faculty of Arts and Social Sciences. Successful applicants are expected to attend all classes and work on various projects designed to facilitate the transition of students from high school to university life. Mentors will also be completing several assignments related to their experience in seminar. This placement requires availability across both fall and winter terms. The mentor list will be finalized in the spring or early-summer of each year.

Indigenous Services Canada – First Nations and Inuit Health Branch

Contact: Dr. Joanna Pozzulo for details
 Note: **This position requires security clearance.** The position will have you working on cultural gatherings and Indigenous employment strategies.
Other requirements: Indigenous status

National Research Council of Canada

Contact: Jennifer A. Veitch, Ph.D. (Principal Research Officer, Construction)
 Phone: 613 993-9671
 Email: jennifer.veitch@nrc-cnrc.gc.ca
 Note: **Fall/Winter only.** Requires security clearance.

Operation Come Home

Contact: Katie Sanders, Katie Price, Outreach / substance use support workers
 Email: katies@operationcomehome.ca
 Phone: 613-230-4663 ext. 224
 Note: Supporting homeless and at-risk youth.

Ottawa Catholic School Board – Research Office

Contact: Donna Mailloux, Researcher
 Email: Donna.Mailloux@ocsb.ca
 Note: Can take up to 2 students. Students must have 4th standing and some statistical background. Also, should be comfortable conducting library searches.

Ottawa Catholic School Board – Special Education and Student Services

Contact: Laurinda Cudmore PhD, CPsych
 Email: laurinda.cudmore@ocsb.ca
 Note: The ABC's of Mental Health (Teacher and Parent Resource)
<https://www.sickkidscmh.ca/ABC/Welcome>

Ottawa Parole Office – Correctional Service Canada

Contact: Angela Haydon, Parole Officer, Ottawa Area Parole Office
 Email: angela.haydon@csc-scc.gc.ca
 Phone: 613-947-3294
 Note: Various activities related to the parole process.

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: **Fall/Winter terms only.** 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 Portia Learning Centre

Contact: Charlene Gervais, M.ADS, BCBA, Director of Operations
 Email: cgervais@portialearning.com

Royal Ottawa Mental Health Centre

Contact: Sophie.Duranceau@theroyal.ca
Nina.Fusco@theroyal.ca
 Note: Supporting mental health team working with those diagnosed with schizophrenia.

St. Paul Catholic High School

Contact: Frank Bastianelli - Inclusion/Classroom/Coop Teacher
 Email: frank.bastianelli@ocsb.ca
 Note: The first placement involved working with students with various disabilities.

The Olde Forge Community Resource Centre

Contact: Elizabeth Parcher, Acting Executive Director
 Vanessa Jackson
 Phone: 613-829-9777
 Email: v.jackson@oldeforge.ca and e.parcher@oldeforge.ca
 Note: Please contact Vanessa Jackson .

The Ottawa Hospital Research Institute (General Campus)

Contact: Dr. Justin Presseau
 Email: jpresseau@ohri.ca
 Note: Students on placement at the OHRI will have an opportunity to be embedded in on-going research focused on health behaviour change in patients and members of the public, and/or in ongoing research in implementation science / knowledge translation to improve healthcare quality. Placement students are provided with desk space and IT support and access to educational sessions at the Ottawa Hospital, within the Clinical Epidemiology Program, the Centre for Implementation Research (www.ohri.ca/cir), and the Ottawa Health Psychology and Behavioural Medicine Group. Placement students will be mentored by Dr. Presseau, and work collaboratively alongside other clinical and research colleagues. The topic of focus of the placement depends on the projects on-going and is decided upon with the placement student as per their interests. A typical placement may include being involved in a systematic review, an interview (qualitative) study or a survey-based quantitative study. This placement aims to provide an experience demonstrating the potential application of psychology to health and healthcare improvement. This placement would therefore suit a student interested in applying and extending theoretical, methodological and analytical principles learned in undergraduate psychology, to an applied healthcare context. Prospective placement students are encouraged to contact Dr. Presseau directly by email to explore the potential fit.

The Ottawa Mission

Contact: Lesley Horne, Director, Human Resources
 Phone: (613) 234-1144, extension 238
 Email: lhorne@ottawamission.com
 Web: <https://ottawamission.com/about-us/>

- Note: Interested students will be required to
- Provide a copy of their resumé
 - Indicate area(s) of interest from the following list of services:
 - Education and Job Training
 - Mental Health
 - Housing
 - Healthcare
 - Addiction Services (full for 2019-2020)
 - Client Services (e.g., case management)
 - Indicate approximate dates and hours of placement
 - Obtain a police check for the vulnerable sector
 - Be available for a formal interview process

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.

Waystone Psychology

Contact: Kyle Mueller, Clinical Director

Email: muellerpsychology@gmail.com

Web: <https://waystonepsychology.com/>

Phone: 613-402-1698

Note: Participate in various tasks in a psychology clinic providing mental health services.

Western Ottawa Community Resource Centre

Contact: <https://wocrc.ca/student-placements/>

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/>