

PSYC 3901/3902/3905

Tips for reaching out and finding a placement

When should I reach out to agencies?

As soon as possible after receiving permission to register in the course you are encouraged to start approaching agencies.

Many placements have requirements such as Police Record Checks & immunizations, which can lead to a longer onboarding timeline.

How do I reach out?

Most agencies prefer that you send an email expressing interest in completing a placement with them. If a phone number is available, you may also call to discuss opportunities.

In your first email to an agency you should:

- Introduce yourself as a 3rd or 4th year Psychology student at CU participating in the practicum course seeking a placement with their agency
- Express your interest in completing an unpaid placement with the agency incorporating research you have conducted on their agency (such as their mission, values & priorities)
- Highlight what interests you about the agency
- Highlight why you would be a good fit, what skills you will bring in & the type of experience you are hoping to gain (can link this to your career goals)
- Hours required for the course (minimum of 84 hours)
- Can be helpful to attach your CV/resume, transcript & an example of your writing

Where can I do my practicum?

A great spot to start is the list of potential placements in the InfoPack!

Some things to consider when thinking of where you might want to complete your practicum are:

- What are your career goals?
- Is there a population you want experience with?
- What environment(s) do you see yourself working in?
- What skills are you hoping to acquire/enhance?

Can I find a placement outside of the list provided?

Yes! You are welcome to find a placement at an agency that is not listed in the InfoPack. In this case, please complete the *Student-Agency Contract* and submit to the Practicum Coordinator for departmental review and approval.

Some things to keep in mind:

- Your placement needs to have a clear connection to your studies in psychology.
- Students should ideally be supervised by someone who holds an advanced degree in Psychology or a related discipline. In some circumstances, considerable experience in the field can be an acceptable substitute.
- Securing a placement outside of the list provided can take longer as the department might have clarifying questions or need additional info about the placement to determine approval status.

Please feel free to reach out to the Practicum Coordinator at practicumpsycho@cunet.carleton.ca for support and questions throughout the process