SCHOOL OF INDIGENOUS AND CANADIAN STUDIES
GUIDELINES FOR PRACTICUMS

A Practicum is a part-time student placement in an on- or off- campus work environment. The student is expected to spend one day or up to ten (10) hours per week with the host institution. The student earns one half-credit for successful completion of a one-term placement.

This course involves participation in an unpaid work placement. Please visit the Risk and Insurance website to review the information on unpaid work placements and to complete the insurance forms required. http://carleton.ca/financialservices/risk-management/student-unpaid-placements/students-registered-course-unpaid-work-placement-requirement/

As a registered student you are eligible for insurance coverage. Follow the link and complete both forms: http://carleton.ca/financialservices/students-registered-course-unpaid-work-placement-requirement/

The purpose of a practicum is to provide a learning experience of a kind not otherwise available in a standard academic setting. A practicum frequently involves exposure to both theory and practice in a given field, and opportunity to consider the application of broader ideas to specific settings. The choice of practicum should be based on a student’s research interests.

I. RESTRICTIONS

a) At the undergraduate level, practicums in Canadian Studies are available on to those students who have declared Canadian Studies as their Major, Combined Major or Minor program.

b) At the graduate level, practicums in Canadian Studies are available only to full-time students in the Canadian Studies M.A.Program who have completed at least one full term of study. Up to one full credit of practicum experience can be used towards completion of the degree requirements.

c) Practicum placements are not available to Q-year students.

d) Practicum credit is not granted for paid employment.

Exceptions to the above restrictions may only be granted by the Graduate or Undergraduate Supervisor in unusual circumstances.

II. APPROVAL

a) Students interested in practicums should contact the (practicum co-ordinator) (graduate/undergraduate supervisor) during the preceding term to discuss available placements. A student may suggest a placement for consideration. A practicum supervisor in the host institution and an internal academic evaluator must be identified.

b) Once a placement is agreed to in principle with the (co-ordinator) (supervisor), the practicum Approval Form should be filled in by the student, the host institution supervisor, and academic evaluator. The approval form will indicate the nature and scope of the practicum activity, and the work that is expected to be completed. This work may include a formal paper of specified length, a reading and activity log, or some other form of documentation.

c) The completed Practicum Approval Form must be approved by the practicum co-ordinator at least two (2) weeks before the last day for changes in registration (four- (4) week for graduate students).
III. EVALUATION

a) The evaluation of a practicum is carried out jointly by the host institution supervisor and the academic evaluator. The evaluation will be based on the work completed, as identified in the approval form and may take into account performance during the placement.

b) The following information must also be included in the host institution supervisor’s final report to the academic evaluator:
   - What were the strengths and weaknesses of the student in this internship?
   - To what degree did the student meet your expectations for this internship?
   - What could have been improved?
   - The final report must also assess the work that was completed by the student.

c) Evaluation by the host supervisor will be in the category of the following grades:

   - WITH DISTINCTION – A+
   - VERY GOOD – A to A-
   - GOOD – B+ to A-
   - UNSATISFACTORY

The university will then assign a letter grade on the basis of the written evaluation received from the host institution.

d) Final responsibility for the grade rests with the academic evaluator.

e) A progress report will be submitted at mid-point in the practicum. This will allow any adjustments to the scope of the project to be noted.