Human Ecology Practicum Program

Overview
2021
Community Partners
(Winter 2021)

- Boys & Girls Clubs Big Brothers Big Sisters of Edmonton & Area
- Community Health Empowerment & Wellness (C.H.E.W.) Project OUTpost
- Eden Textile
- Edmonton Community Legal Centre
- Edmonton Garrison Military Family Resource Centre
- Lori Elms Design Group
- NSTEP Edmonton
- REACH Edmonton Council
  - and Canadian Municipal Network on Crime Prevention
- Sage Seniors Association
- Terra Centre for Teen Parents
- The Family Centre
  - Success Coach Program
- University of Alberta
  - U of A Museums
  - Student Services, Faculty of Agricultural, Life & Environmental Sciences
Practicum Goals

- Provides a practical learning experience that helps students:
  - apply and further develop their knowledge and skills,
  - explore their field of practice, and
  - transition with confidence into professional work.
- Fosters a mutually beneficial link between the students, community, and university.
Exchange

**Students:**
- Quality work
- Fresh ideas
- Energy & enthusiasm

**Placement Site:**
- Meaningful work
- Networking
- Guidance & mentoring

Guidebook Pages 7 - 8
Requirements

• Supervised by a professional
• 200 hours, non-paid
  • Winter term
    • 16 hrs/week for 13 weeks
  • Spring term
    • Full-time for 5-6 weeks
• Independent project
  • Part of the 200 hours
• Site visit (virtual)
• Weekly seminar (online)
  • 2 hours in addition to site hours
• Final Reflections

Guidebook Pages 9 -15
Independent Project

Examples:

- **Programming**
  - Needs assessment, planning & development, implementation & facilitation, evaluation

- **Public Relations & Marketing**
  - Advertisements, eCommerce support, newsletters, media releases, special events, public-service announcements

- **Writing**
  - Educational materials, position papers, policy briefs, fact sheets, articles, training/orientation manuals and quiz

- **Client/Customer Service**
  - Client intake, case management, consultations (e.g., wardrobe)

- **Research**
  - Market research, environmental scans, policy analysis, trend forecasts, sales analysis, artefact documentation

- **Design & Product Development**
  - Completion of reports on textile testing, space planning & materials selection

- **Visual Communications**
  - Merchandising displays, exhibit planning, virtual inspiration/story boards, PowerPoint presentations, videos

Guidebook Page 12
Placement-Site Responsibilities

• Introduce student to nature of the site and co-workers
  • In person and/or virtual
  • Health and safety re: pandemic
• Provide meaningful work
• Guide and mentor student:
  • regular meetings
  • review learning goals
  • provide feedback
• Inform Practicum Coordinator of significant changes at the site
  • Re: public-health protocol
• Participate in site visit
• Evaluate student performance:
  • midterm and final
• Provide a safe, positive, and respectful workplace
Student Responsibilities

• Contribute positively to the placement site through responsible, dependable, competent, and ethical work
  • Ready to shift between in-person and virtual activities
• COVID-19 Student Placement Information Advisory
  • AHS self-assessment for on-site days
  • If ill, follow public-health & self-isolation guidelines.
    • Tell supervisor and practicum coordinator.
• Set and update Learning Goals
• Weekly eClass:
  • Maintain weekly log sheet
  • Participate in peer group Discussion Forum
• Complete 200 hours, including independent project
• Arrange and host site visit (e.g., virtual)
• Final Reflections

Guidebook Page 7
University Responsibilities

- Arrange placements.
- Conduct orientation meeting.
- Provide guidance and support for pandemic-related issues.
- Maintain on-going contact with participants through:
  - phone calls, emails, video chat
  - online seminar
- Site visits.
- Evaluate Final Reflections.
- Ensure all requirements are met.
- Arrange for liability insurance coverage for students.
Evaluation

• Credit / No Credit
• Midterm & Final evaluations
  • Forms on pp. 19-26
  • Five main criteria:
    • quality of work
    • work habits
    • knowledge & skills
    • relations with others
    • goal setting and achievement
• To pass, students complete:
  • 200 hours of fieldwork
  • Independent project
  • eClass seminar participation
  • Final Reflections
  • Evaluations of site
Ethics

• Confidentiality
• Recognition of qualifications & limitations
• Identification as practicum student
• Accurate & reliable work

• No conflicts of interest
• No sexual misconduct or harassment
• Self-awareness & monitoring
• Ethical guidelines specific to the placement site

Guidebook Pages 29-30
Liability Coverage & Expenses

- **Liability**
  - **Sites:** Expected to provide a safe work environment and to have liability insurance to cover their own employees.
  - **University:**
    - Provides liability coverage to practicum students.
    - Student Affiliation Agreement.

- **Expenses**
  - Reimbursement for direct expenses incurred while carrying out practicum work (e.g., travel costs, materials costs).
    - Discuss costs and reimbursement arrangements in advance.

- **Tokens of thanks**
  - Practicum is non-paid.
  - Small tokens of thanks/honorariums are acceptable.
Questions? Concerns?

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