Practicum Goals

- Provides a practical learning experience that helps students.
- 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 6 - 8
Requirements

- Supervised by a professional
- 200 hours, non-paid
  - 16 hours/week x 12-13 weeks
  OR
  - Full-time for 5-6 weeks
- Independent project
  - Part of the 200 hours
- Site visit (e.g., virtual)
- Weekly seminar (online)
  - 2 hours in addition to site hours
- Final Reflections

Guidebook Pages 9 -16
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 11
Placement-Site Responsibilities

• Introduce student to nature of the site and co-workers
• Provide meaningful work
• Guide and mentor student

• 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**

**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:
  - Log sheets
  - Discussion Forums
- Complete 200 hours, including independent project
- Arrange and host site visit (e.g., virtual)
- Final Reflections
University Responsibilities

• Arrange placements.
• Conduct orientation meeting.
• Provide guidance and support for pandemic-related issues.
• Maintain on-going contact with participants:
  • 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
  • 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

Evaluation Forms in Guidebook (pp. 19-28).
Ethics of Practicum Program

- Confidentiality
- Recognition of qualifications & limitations
- Identification as practicum student
- Accurate & reliable work
- No conflicts of interest
- No sexual misconduct or harassment
- Self-awareness & monitoring

Guidebook Pages 29-30

Placement Site’s Ethical standards

Code of Student Behaviour (UofA)

Liability Coverage & Expenses

• Liability
  • Sites: Expected to provide a safe work environment and to have general liability insurance to cover their own employees.
  • University:
    • Provides general 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).

• Tokens of thanks
  • Practicum is non-paid.
  • Small tokens of thanks/honorariums are acceptable.

Guidebook Pages 31-33
Questions? Concerns?

Contact: Sherry Ann Chapman

780.492.0192
sherryann@ualberta.ca