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
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
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
  - E.g., public-health protocols
- Participate in site visit
- Evaluate student performance:
  - midterm and final
- Provide a safe, positive, and respectful workplace

Guidebook Pages 7-8
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

Guidebook Pages 6-7
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

Code of Student Behaviour (UofA)

Placement Site’s Ethical standards

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.
    - Informed-consent form for students.

- **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.
Questions?

Concerns?

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