



Human Ecology Practicum Program

Overview 2024

Department of Human Ecology, University of Alberta

Practicum Goals

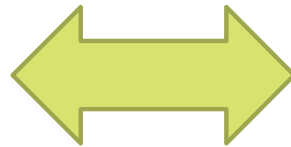
- Provides a practical learning experience that helps students.
- Fosters a mutually beneficial link between the students, community, and university.



Exchange

Students:

Quality work
Fresh ideas
Energy & enthusiasm



Placement Site:

Meaningful work
Networking
Guidance & mentoring



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**
 - Reports on textile testing, space planning & materials selection
 - Product-knowledge book (e.g., technical textile info. for staff)
- **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).



Guidebook Pages 17-28

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

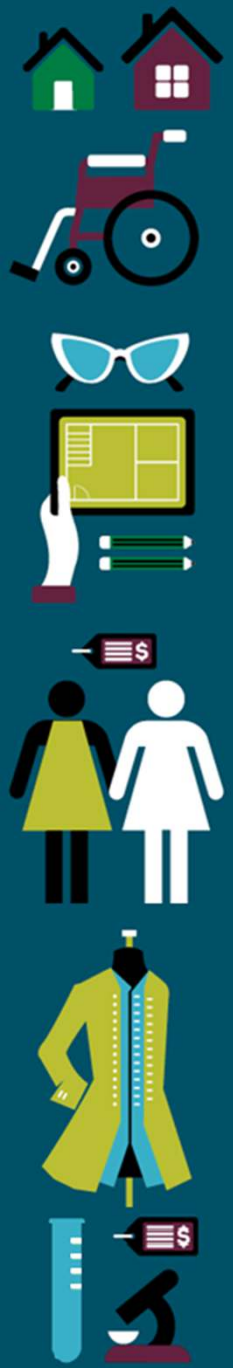
**Code of Student
Behaviour (UofA)**

**Placement Site's
Ethical standards**

U of A's information about COVID-19 &
AHS' guidance for face masks

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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