DEPARTMENT OF HUMAN ECOLOGY

302 Human Ecology Building Edmonton, Alberta, Canada T6G 2N1

Tel: 780.492.3824

Fax: 780.492.4821

hecol@ualberta.ca [www.hecol.ualberta.ca](http://www.hecol.ualberta.ca/)

#### Human Ecology 613

##### *Graduate Practicum in Human Ecology*

Course Syllabus[1](#_bookmark0),[2](#_bookmark1)

[Dates]

1 Policy about course outlines can be found in Section 23.4(2) of the University Calendar.

2 With permission from Professor Kathryn Chandler, the Undergraduate Practicum Coordinator in the Department of Human Ecology, this syllabus draws heavily on the HECOL 408 and 409 course manuals developed by Professor Chandler.

#### Contents

[Calendar description 2](#_bookmark2)

[Goals 2](#_bookmark3)

[Practicum requirements and deadlines 2](#_bookmark4)

[Description of practicum requirements 3](#_bookmark5)

[Evaluation of students 5](#_bookmark7)

[Evaluation of the placement site 6](#_bookmark8)

[Plagiarism and cheating 6](#_bookmark9)

[Ethical considerations 7](#_bookmark10)

[Intellectual property 9](#_bookmark12)

[Liability/due diligence 9](#_bookmark13)

[Travel costs and expenses 9](#_bookmark14)

[Honorariums and tokens of appreciation 9](#_bookmark15)

[Appendices 10](#_bookmark16)

**Calendar description**

\*3-6 (variable) (variable, variable). Selected practicum placements to integrate theory and practice in a variety of agencies. When used as the capping exercise for the course-based Master’s program, requirements include a written report and an oral presentation to the Department and where appropriate to relevant agency staff. Prerequisites: consent of Supervisor and Department.

#### Goals

1. To provide an experiential learning opportunity for students to apply theoretical and research-based knowledge to practice.
2. To foster mutually beneficial relationships among and outcomes for students, community partners, and the Department of Human Ecology.

#### Practicum requirements and deadlines

* 1. **Preparation**
		1. Practicum Objectives Prior to site visit
		2. Mission statement & philosophy of practice Prior to site visit
		3. Placement site visit [date]
		4. Placement site profile [date]

#### Field Experience [date period]

1. Independent Project(s) [date] (mutual agreement by student & field supervisor)
2. Academic supervisor site visit [date]
3. Log Sheets [date]
4. Final Report & Presentation Report: [date]; Presentation: [date]

#### Description of practicum requirements

Preparation

* 1. Practicum objectives: Development of objectives will guide your learning experiences in your practicum placement by helping you to reflect on the outcomes that you would like to achieve by the completion of your practicum. A draft of your objectives should be developed prior to your site visit. Once you become more acquainted with your practicum site and the work you will be doing, it will be important to revise and refine them. Develop a minimum of two objectives in each of the following four categories:
		1. Knowledge of the placement sites structure and process

-awareness of the agency’s structure (e.g., roles and positions, departments), mission, programs, and contextual factors and conditions affecting the agency’s work.

* + 1. Personal professional development

-your strengths and weaknesses/areas for growth and development (e.g., interpersonal communication, leadership, team work).

* + 1. Knowledge and skills

-practical application of knowledge and skills acquired through academic study.

* + 1. Use of supervision

-effective working relationship between you and field supervisor (e.g., responding to feedback and directives, understanding your role in the agency).

* 1. Mission statement and philosophy of practice: A personal mission statement and philosophy of practice outline your key goals, values, and principles that guide your professional practice.

-Your *mission statement* should be a succinct description of your ultimate goal/purpose. It should be brief and easily understood. It should answer the question **who** does **what** to **whom** for what **purpose**? In developing your mission statement, think about active verbs that excite you and reflect your intentions (e.g., create, foster, educate, nurture). As well, articulate what principle, cause, value, or purpose you stand for and are willing to defend (e.g., freedom, equality, opportunity, dignity).[3](#_bookmark6)

-Your philosophy of practice should be 1 to 2 pages in length and should outline the fundamental values, beliefs, motivations, and principles that guide your practice and why these are important. In addition, your philosophy should describe how your values, beliefs etc. are reflected in your practice and your general approach to your work. A mission statement and philosophy of practice reflect your passions and purpose at a particular point in your professional development. As such, it is important to regularly reflect on and revise them.

* 1. Placement site visit: So that you feel comfortable at your placement site and understand the purpose of your practicum work, it is important to acquaint yourself with the site, your field supervisor, and potential work that you will do during your practicum.

-Before arranging a meeting with your field supervisor, gather and read available material on the agency at which you will completing your practicum. Use this information to prepare for your visit and to complete a placement site profile (see below). As well, you may want to draft an agenda for your meeting and or a list of questions that you’ll want to discuss with your field supervisor – and send to your field supervisor prior to your meeting (so that s/he can be prepared for the meeting).

-The purpose of your visit to your practicum site is to learn more about the agency (to complete the placement site profile), discuss what you will be doing during your practicum, discuss your objectives and get feedback and suggestions from your field supervisor, discuss ethical

3 Jones, L.B., cited in Williams, N. (2004). *Wildly sophisticated: A bold new direction for career success.*

Toronto: Penguin.

standards and guidelines of the placement site, and review and sign the Student Affiliation Agreement (attached).

* 1. Placement site profile: Based on information you have gathered about your practicum site, write a 4-5 page profile of the agency which describes the agency’s philosophy and mission (including mandate/purpose, client group), size and operation (including funding, organizational structure, years of operation, size, organizational culture), and relevant factors and conditions in the external environment.

Field experience

The length of your practicum is 300 hours, which includes time spent on site (including site visit during the preparatory phase) and time devoted to your independent project. Work can be done off site (e.g. home) as long as it is discussed and acceptable for both the student and the field supervisor/site. Time spent on the development of objectives, site profile, log sheets, and final report need to be completed outside of the 300 hours.

It is important to keep track of work hours through log sheets (see below) and to regularly apprise your field supervisor of the progress of your hours. Following are some general guidelines about logging hours.

* Lunch time is not counted, unless it is a working lunch (eg. eating at desk while completing work or attending a lunch at which business is conducted)
* Travel time to and from the placement site is not counted. An exception to this is travel to remote locations to conduct work.

The activities that you engage in during the practicum are determined in consultation with the placement site. Activities should reflect your skills and interests as well as the site’s focus and attitude towards student involvement. It is important to participate in a variety of activities within the site’s domain and take major responsibility for one specific activity, which will constitute the independent project.

Independent project

Within the 300 practicum hours you will conduct an independent project, the focus of which is determined through consultation with your field supervisor. The project can be a small or large part of the total practicum hours, depending upon its nature, but it must be a project for which you take major responsibility.

A wide variety of projects are possible. Examples include:

* Conduct a needs assessment
* Develop and/or implement a program
* Conduct a program evaluation
* Responsibility for a small case load of clients
* Develop program materials
* Conduct a small applied research study
* Write a funding proposal
* Conduct an environmental scan

Academic supervisor site visit

Your academic supervisor will visit the placement site once during the latter half of the practicum. The visit is scheduled at a time that is convenient for you, your field supervisor, and your academic

supervisor. The site visit is an informal meeting that lasts about one hour. Tours of the work site and viewing of your projects/work, including the independent project, will likely be part of the visit.

Log sheets

You will keep in touch with your academic supervisor to report on progress of the practicum experience through weekly log sheets, which constitute a diary of your experience. A copy of the log sheet is included in the appendices. They are emailed weekly to your academic supervisor.

Benefits of documenting the practicum experience through log sheets include:

* Increased self-awareness and self-confidence.
* Record of achievements for performance evaluations. The evaluation process is two-way; it is helpful

for students to have accurate records of their contributions to the organization.

* Skill/knowledge development information for your resume/CV.
* Reference material for final report.

Effective log sheets:

* Contain entries that indicate dates, hours worked, a description of job responsibilities and achievements, and reflections on the work week.
* Indicate what has been learned from each work week, drawing on course content and other academic articles, chapters where relevant. Sometimes students learn what not to do, what should have been done, how to handle problems, etc.
* Are completed weekly, preferably immediately following the last work day of the week. Trying to remember activities and accomplishments long after they are over is difficult and can result in incomplete information.

Ineffective log sheets:

* Are sloppy, too brief, vague and boring to review. It is more like a log of work hours/tasks than reflection and evaluation of weekly work experiences.
* Contain entries that are not written weekly and that have little attention to detail.
* Never draw on relevant scholarly literature.
* Often say “same as last week”. Most professionals learn something new each day, although some days the learning is more subtle. Looking just at the surface, rather than inward, results in ineffective log sheets.

Final report & presentation

You will prepare a final report and make an oral presentation about your practicum experience. The report and presentation should include the elements outlined below.

1. Description of agency
2. Personal objectives and a discussion about the extent to which they were met.
3. Description and critical examination of your activities and independent project. Where appropriate, scholarly literature should be drawn on to support your discussion.
4. Evaluation of your learning experience and your performance during the practicum placement.
5. The mission statement and philosophy of practice that you wrote as you prepared for your practicum, a discussion of the extent to which your mission statement and philosophy statement fit with your experiences during your practicum and a discussion of any revisions that you made as a result of your practicum experience and/or insights about your future practice.

#### Evaluation of students

The practicum is graded on a **Credit (CR)/No Credit (NC)** system.

Formal evaluation of student performance occurs twice: once at mid-term (due July 13, 2012) and again at the end of the practicum (due August 27, 2012). Forms for both evaluations are in the appendices of the syllabus. Early in the practicum the student and field supervisor should review the forms and familiarize themselves with the evaluation criteria.

The evaluation criteria are related to performance in four basic areas:

1. Knowledge of placement site structure and process
2. Professionalism
3. Development of knowledge and skills
4. Use of supervision

The field supervisor and student should discuss the mid-term evaluation prior to submission, as the information may help the student determine areas of performance to improve upon before completing the practicum. Throughout the practicum, feel free to ask your field supervisors if expectations are being met.

A student’s progress and performance is also informally monitored by the academic supervisor through phone calls, on-site visits, and the weekly log sheets.

The academic supervisor is responsible for assigning the final grade after evaluation of the final report, oral presentation, and consultation with the field supervisor regarding the student’s performance.

Successful completion of the following is required for a grade of **Credit (pass):**

* + field work
	+ independent project
	+ final report & oral presentation
	+ online seminar participation

evaluated by both field supervisor and academic supervisor

evaluated by academic supervisor

#### Evaluation of the placement site

Twice during the practicum, students evaluate the placement site as a teaching/learning vehicle. This encourages students to analyze their practicum experience in relation to the site’s structure, culture and resources. It also encourages students to provide feedback that will enhance the working relationship they have with their placement site and field supervisor. Forms for both the mid-term (due July 13, 2012) and final evaluations (due August 27, 2012) are in the appendices of the syllabus. Students should discuss the evaluations with their field supervisor prior to submission to their academic supervisor.

#### Plagiarism and cheating

The University of Alberta is committed to the highest standards of academic integrity and honesty. Students are expected to be familiar with these standards regarding academic honesty and uphold the policies of the University in this respect. Students are particularly urged to familiarize themselves with the provisions of the Code of Student Behaviour: <http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=37633>,

and avoid cheating, plagiarism, misrepresentation of facts and/or participation in an offence. Academic dishonesty is a serious offence and can result in suspension or expulsion from the university.

Section 30.3.2 of the Code of Student Behaviour includes descriptions of plagiarism and cheating as inappropriate academic behaviours and section 30.3.6 describes misrepresentation of facts and participation in an offence. Although you are responsible for familiarizing yourself with the Code in its entirety and with Section 30.3.2 and 30.3.6, key components of these section are outlined below.

* 30.3.2(1) Plagiarism: No student shall submit the words, ideas, images or data of another person as the Student’s own in any academic writing, essay, thesis, project, assignment, presentation or poster in a course of program of study.
* 30.3.2 (2) c Cheating: No student shall represent another’s substantial editorial or compositional assistance on an assignment as the Student’s own work.
* 30.3.6(4) Misrepresentation of Facts: No Student shall misrepresent pertinent facts to any member of the University community for the purpose of obtaining academic or other advantage.
* 30.3.6(5) Participation in an Offence: No Student shall counsel or encourage or knowingly aid or assist, directly or indirectly, another person in the commission of any offence under this Code.

#### Ethical considerations

Practicum students are expected to adhere to certain guidelines for ethical, responsible, and professional conduct. This is necessary for the benefit and protection of the students themselves as well as for the clients/customers, employers, co-workers, academic supervisor, and University.

Violations of ethical standards can be considered grounds for academic discipline and failure of the practicum.

Specifically, the University of Alberta’s GFC Policy 87: Practicum Placements, Professional Practice and the Public Interest, states that in order for a student to be allowed to complete a practicum they must be in good academic standing, mentally and physically fit, and competent in entry-level skills required for practice in their field. If either the academic supervisor or field supervisor has concerns about any or all of these requirements, the student will be notified and variance in, withdrawal from, or denial of placement will take place. Students may consult the following website for specifics on the notification and disciplinary procedure: <http://www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=38883>

Professional associations and individual placement sites also have ethical guidelines to govern the conduct of their members/employees. Students are expected to be aware of the policies and ethical guidelines specific to both their profession and their practicum site. At a minimum, students agree to adhere to the essential guidelines outlined below. If students have questions about ethics or responsible conduct they should consult their academic supervisor or field supervisor.

#### Ethical Guidelines[4](#_bookmark11)

##### *Confidentiality*

The identity of clients/customers, or information that would reveal the identity of clients/customers, cannot be revealed without specific permission, except in cases where a client may be a danger to her/himself or to others, and in cases of child abuse. Sensitive or proprietary information regarding the placement site, its employees, and its activities, is strictly confidential. Any information discussed with

4 *Adapted from:* Baird, Brian N. (1996). *The internship, practicum and field placement handbook:*

*A guide for*

*the helping professions.* New Jersey: Prentice-Hall*.*

the academic supervisor and/or in assignments must be prepared and presented in such a way that confidentiality is maintained.

##### *Recognition of qualifications and limitations*

Students must recognize the limitations to their training and abilities and must not exceed those in their practicum work. Students must recognize when situations are beyond their knowledge or ability and seek assistance from their field supervisor when such situations arise.

##### *Identification as practicum students*

Students must not misrepresent their training, qualifications, or status. It is recommended that they identify themselves as practicum students or interns to their clients/customers, in report writing and in other professional activities while working at the placement site.

##### *Accuracy in work performed*

Students will ensure that all their practicum work is of high quality, and will accurately and reliably maintain written and other records as required by their placement site.

##### *Dual relationships & conflict of interest*

Students will monitor their professional boundaries and maintain healthy professional relationships with clients/customers and co-workers. They will refrain from working with persons with whom they are already involved in other types of relationships. For example, it would be unethical for a practicum student to be supervised by a friend or relative, counsel a friend or classmate as part of their practicum duties, or work for a competitor of the placement site while completing the practicum.

##### *Prohibition regarding sexual conduct or harassment*

Under no circumstances shall students become involved in sexual or romantic relationships of any sort with clients/customers or co-workers of their placement site. Students will also refrain from sexual harassment and will respect the sensitivity of others regarding sexual matters.

##### *Self-awareness and monitoring*

Students will monitor their professional conduct and dress and ensure they are behaving and dressing appropriately for the work they are doing. Students will also monitor their own emotional and physical status and should be aware of any conditions that might adversely impact their ability to conduct work for their placement agency (eg. death of a loved one, severe mental or physical illness, injury accident). If such conditions arise, students should inform their academic supervisor and field supervisor.

##### *Ethics discussion with field supervisor*

Students must discuss the ethical standards of their placement agency with their field supervisor before performing work. Space is provided below to indicate that such discussions have taken place and that the student has been informed of ethical expectations.

By signing below, the student agrees to adhere to the guidelines listed above as well as to those of the professional discipline and specific placement site.

Student: Date: Field Supervisor: Date:

Academic Supervisor: Date:

#### Intellectual property

Practicum students are agents of the university who exchange learning opportunities for their work efforts. The Department of Human Ecology recognizes that student practicum work is done in collaboration with community colleagues and may or may not be helpful to the placement site, but because students are not employees of the placement site, the Department considers them sharing ownership of the ideas/outputs of their practicum efforts and able to draw on their ideas/outputs in future work. In addition, the Department expects that students will be able to showcase their practicum work (other than proprietary information) in a resume, CV, or professional dossier without fear of breaching confidentiality.

#### Liability/due diligence

Practicum placement sites are expected to provide a safe environment for students, free from dangers or threats to physical and emotional safety. In turn, the Department of Human Ecology ensures that students receive instruction in professional ethics and complete academic coursework that prepares them to function as a professional at their practicum site. In addition, while carrying out work for their placement agencies, practicum students are covered by the University of Alberta’s liability insurance. A Student Affiliation Agreement, which formalizes this understanding, is included in the appendices. If an on-site accident happens, please contact your academic supervisor, Deanna Williamson (780-492- 5770).

#### Travel costs and expenses

Students are responsible for transportation to and from their practicum site each day. If students incur travel or other expenses while carrying out practicum work for the placement site, the site is expected to reimburse the student in the same way they would a regular employee. Students are responsible for tracking and providing receipts for such expenses. An exception to this would be if a student was invited on an optional business trip outside of Edmonton. In this case the student would be expected to pay their own travel and accommodation expenses. It is strongly recommended that students and field supervisors discuss any such expenses and financial arrangements ahead of time to avoid any misunderstandings.

#### Honorariums and tokens of appreciation

The Human Ecology graduate practicum is non-paid. This is in keeping with other professional programs that require students to complete practical work experience for credit as part of their academic studies/training (nursing, education, pharmacy, social work, etc.). Students, therefore, may not receive payment for their work. Small honorariums and tokens of appreciation, however, are allowed. As a general guideline, the total value of the honorarium/token should not exceed 10% of the actual value of the work (e.g., 300 hours at $25.00/hour equals a total of $7500.00. An acceptable honorarium would not exceed $750.00 in value). In fairness to all students, please respect the non- paid rule and honorarium guideline.

#### Appendices

Log Sheet

Midterm & Final Evaluation Forms Affiliation Agreement

Weekly Practicum Log

Hours this week: Hours to date:

* What I have been doing
	+ Work, tasks, activities etc.
* What I have been learning
	+ Knowledge and experience in relation to my objectives, course content and readings, scholarly literature
	+ Accomplishments, setbacks, challenges
* What has been inspiring me
	+ Reflections on what I have liked doing
	+ Inspiring people I have met and/or experiences I have had
* Interesting tidbits

# Human Ecology Practicum Student Midterm Evaluation Form

## Student:

**Field Supervisor:**

**Placement Site:**

This form should be completed by the individual in the best position to evaluate the student’s performance.

Students benefit from constructive criticism given by a supervisor regarding job performance, so please discuss this evaluation with the student.

After completing this form, please return it to [supervisor]:

Department of Human Ecology 302 Human Ecology Building University of Alberta Edmonton, Alberta T6G 2N1

**Fax: 780-492-4821**

Phone: [supervisor’s phone number] Email: [supervisor’s e-mail address]

Deadline: [Date, Month, Year]

**Evaluation Criteria**

Please evaluate all criteria indicated below by checking the appropriate circle and providing constructive comments to help the student recognize areas of strength and areas of potential growth. Prior to completing the evaluation, please review the student’s learning objectives and consider the Department of Human Ecology’s expectation that the student work as a competent and ethical professional throughout their placement.

|  |  |
| --- | --- |
| **1. Quality of Work**Consider: accuracy, neatness, timeliness, thoroughness and attention to detail, creativity, judgment, clarity of communication, volume/quantity expectations for beginning professionals in this role. | * Excellent
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

**Comments**

**:**

|  |  |
| --- | --- |
| **2. Work Habits**Consider: attendance, punctuality, dependability, organization and planning skills, ability to prioritize. Is the student showing initiative and looking for things to do? Does she take pride in doing work well? Is she following placement site policies and procedures when carrying out her work? | * Excellent
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

**Comments**

**:**

|  |  |
| --- | --- |
| **3. Knowledge and Skills**Consider: Is the student demonstrating skill and ability in performing the work? Has she shown an interest in learning and improving? Has she developed a good understanding of the purpose and operation of the placement site? Have she conducted herself ethically? | * Excellent
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

**Comments**

**:**

|  |  |
| --- | --- |
| **4. Relations with Others**Consider: professionalism in working with colleagues and clients, response to direction and feedback, self-awareness and confidence. Is the student cooperating and contributing positively to team efforts, keeping her field supervisor informed of important aspects of her work, and adapting well to changing circumstances? | * Excellent
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

**Comments:**

|  |  |
| --- | --- |
| **5. Progress on Learning Objectives and Independent Project**Consider: Did the student set realistic and challenging learning goals? To what extent has she achieved objectives and completed work on her independent project? Has she adapted her goals, if necessary? | * Excellent
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

**Comments:**

|  |  |
| --- | --- |
| **6. Overall Performance**Consider the student’s performance overall so far, noting her areas of strength and areas for growth below. | * Outstanding
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

|  |  |
| --- | --- |
| **Areas of Strength** | **Areas for Growth** |
| **1.****2.****3.** | **1.****2.****3.** |

**Key work/tasks completed up to midterm:**

Supervisor’s Signature: Date:

Student’s Signature: Date:

**Human Ecology Practicum Student Final Evaluation Form**

**Student:**

**Field Supervisor:**

**Placement Site:**

This form should be completed by the individual in the best position to evaluate the student’s performance.

Students benefit from constructive criticism given by a supervisor regarding job performance, so please discuss this evaluation with the student.

After completing this form, please return it to [supervisor]:

Department of Human Ecology 302 Human Ecology Building University of Alberta Edmonton, Alberta T6G 2N1

**Fax: 780-492-4821**

Phone: [supervisor’s phone number] Email: [supervisor’s e-mail address]

Deadline: [Day, Month, Year]

**Evaluation Criteria**

Please evaluate all criteria indicated below by checking the appropriate circle and providing constructive comments to help the student recognize their development over the course of the placement. Note areas of strength and areas for continued growth. Prior to completing the evaluation, please review the student’s learning objectives and consider the Department of Human Ecology’s expectation that the student work as a competent and ethical professional throughout their placement.

|  |  |
| --- | --- |
| **1. Quality of Work**Consider: accuracy, neatness, timeliness, thoroughness and attention to detail, creativity, judgment, clarity of communication, volume/quantity expectations for beginning professionals in this role. | * Excellent
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

**Comments**

**:**

|  |  |
| --- | --- |
| **2. Work Habits**Consider: attendance, punctuality, dependability, organization and planning skills, ability to prioritize. Did the student show initiative and look for things to do? Has she demonstrated commitment to her work and doing it well? Did she follow placement site policies and procedures when carrying out her work? | * Excellent
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

**Comments**

**:**

|  |  |
| --- | --- |
| **3. Knowledge and Skills**Consider: Has the student demonstrated the skill and ability to perform the work well? Has she shown a continued interest in learning and improving? Does she understand the mission and work of the placement site well enough to be an ambassador for the site? | * Excellent
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

Has she conducted herself in an ethical manner?

**Comments**

**:**

|  |  |
| --- | --- |
| **4. Relations with Others**Consider: professionalism in working with colleagues and clients/customers, response to direction and feedback, self-awareness and confidence. Has the student cooperated and contributed positively to team efforts, kept her supervisor informed of important aspects of her work, and adapted well to changing circumstances? | * Excellent
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

**Comments:**

|  |  |
| --- | --- |
| **5. Achievement of Learning Objectives and Independent Project**Consider: Did the student set realistic and challenging learning objectives? Was she successful in achieving her objectives and completing independent work? | * Excellent
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory
 |

**Comments:**

#### 6. Overall Performance and Recommendations

Consider the student’s performance overall, noting her areas of strength and areas for growth below.

* Outstanding
* Exceeds expectations
* Meets expectations
* Needs improvement
* Unsatisfactory

|  |  |
| --- | --- |
| **Areas of Strength** | **Areas for Growth** |
| **1.****2.****3.** | **1.****2.****3.** |

**Key work/tasks completed since midterm:**

Supervisor’s Signature: Date:

Student’s Signature: Date:

# Practicum Placement Site Mid-Term Evaluation Form

(completed by student)

#### Placement Site:

**Field Supervisor:**

**Student: Date:**

**Key tasks/responsibilities:**

**Please rate the following characteristics of the placement site:**

|  |
| --- |
| Excellent SatisfactoryPoor |
| 1. Orientation for new employees | 5 | 4 | 3 | 2 | 1 |
| 2. Assistance/Training | 5 | 4 | 3 | 2 | 1 |
| 3. Attitude towards student involvement | 5 | 4 | 3 | 2 | 1 |
| 4. Support | 5 | 4 | 3 | 2 | 1 |
| 5. Direction/Goal Setting | 5 | 4 | 3 | 2 | 1 |
| 6. Communications | 5 | 4 | 3 | 2 | 1 |
| 7. Delegation of Meaningful Work | 5 | 4 | 3 | 2 | 1 |
| 8. Overall Evaluation | 5 | 4 | 3 | 2 | 1 |

**Comments/Recommendations:**

**Supervisor’s Signature:** Date:

**Student’s Signature:** Date:

# Practicum Placement Site Final Evaluation Form

(completed by student)

#### Placement Site:

**Field Supervisor:**

**Student: Date:**

**Key tasks/responsibilities, including brief description of independent project:**

**Please rate the following characteristics of the placement site:**

|  |
| --- |
| Excellent Satisfactory Poor |
| 1. Assistance/Training | 5 | 4 | 3 | 2 | 1 |
| 2. Attitude towards student involvement | 5 | 4 | 3 | 2 | 1 |
| 3. Support | 5 | 4 | 3 | 2 | 1 |
| 4. Direction/Goal Setting | 5 | 4 | 3 | 2 | 1 |
| 5. Communications | 5 | 4 | 3 | 2 | 1 |
| 6. Delegation of Meaningful Work | 5 | 4 | 3 | 2 | 1 |
| 7. Overall Evaluation | 5 | 4 | 3 | 2 | 1 |

**Additional Comments/Recommendations:**

**Supervisor’s Signature:** Date:

**Student’s Signature:** Date:

THIS INDENTURE made this [date]. BETWEEN:

**The Department of Human Ecology,**

**University of Alberta**

(hereinafter called “the University”)

- and -

**[Name of placement site]**

(hereinafter called “the Placement Site”)

WHEREAS it is in the interests of the University and the Placement Site that the facilities and services of the Placement Site be utilized by students in the degree programs for human ecology, and the assigned teaching staff of the Department of Human Ecology, the University of Alberta (hereinafter called “the Department”).

THEREFORE the following is agreed upon between the University and the Placement Site with respect thereto:

1. This Affiliation Agreement shall be effective from [date range].
2. This Agreement may be terminated at any time during the term hereof by mutual agreement of both parties or by either party upon thirty (30) days’ notice in writing to that effect given to the other party.
3. The terms of this Agreement may be revised at any time by mutual agreement of the parties.
4. The responsibilities of the Placement Site are as follows:
	1. The Placement Site shall provide placement for an agreed number of students.
	2. Students and the academic supervisor from the Department shall have access to the facilities of the Placement Site for mutually agreed upon periods.
	3. Students shall be provided with practical experience of a high standard under the supervision of qualified personnel of the Placement Site.
	4. Opportunity shall be provided for consultation between the staff of the Placement Site and the Department in order to evaluate the program and solve problems of mutual concern.
	5. Students shall be provided with suitable areas to work and provide for the safekeeping of personal belongings.
	6. Only supplies and equipment requisite for the carrying out of duties assigned to the individual students shall be supplied by the Placement Site.
	7. The Placement Site shall have in effect public liability insurance covering their own employees or agents in an amount to protect it and the other party from any claims or damages for personal injury including death, and from claims for property damage caused by the negligence or wrongdoing of the party so insured.
	8. The Placement Site agrees that it will not require any student to perform any task unless such task might reasonably be expected to be within the scope of the student’s training and abilities.
5. The responsibilities of the University shall be as follows:
	1. The Department shall submit to the contact or designate of the Placement Site, a plan concerning the number of students and pertinent information as requested by the Placement Site.
	2. Students and the the Department shall hold in confidence any information pertaining to the Placement Site or the staff or the clients of the Placement Site that comes to their knowledge during the conduct of the program.
	3. Students and the Department shall cooperate with and adhere to policies and regulations of the Placement Site.
	4. A program of health care for full-time students at the University of Alberta shall be provided by University Health Services, University of Alberta, Edmonton.
	5. The academic supervisor shall make students aware of University of Alberta policies on discrimination and harassment.
	6. Except for optional small gifts and honoraria, students will receive no remuneration for services rendered during the course of the educational program.
	7. The University agrees to hold harmless the Placement Site, its employees and agents from any and all third party claims, demands, or actions that may arise out of the negligent acts or omissions of the University, the University’s employees or agents, or the students, in their performance of this Agreement, unless such negligent acts or omissions are at the direction of or occasioned by the Placement Site, its employees or agents.
6. The University hereby advises the Placement Site that it has in effect a policy of general liability insurance which insures the University, members of its faculties, academic consultants, employees or any other persons while acting on behalf of the University within the scope of their duties, whether receiving compensation or not from the University. The University further advises the Placement Site that the term “other persons” is interpreted by the brokers and insurers as including the students to whom this Affiliation Agreement has reference.

IN WITNESS WHEREOF the parties hereto have affixed their common seals, duly authenticated by their proper officers in this regard all as of the day and year first above written.

**The Department of Human Ecology; University of Alberta**

Per: (Supervisor’s name)

**Human Ecology Practicum Student**

Per: (Student’s name)

**[Placement site]**

Per: (Representative’s name)