

FACULTY OF SOCIAL SCIENCE  
AND HUMANITIES  
PRACTICUM MANUAL 2013-14

Practicum Office  
[sshpracticum@uoit.ca](mailto:sshpracticum@uoit.ca)



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# PRACTICUM SUMMARY

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## PLEASE READ CAREFULLY

The Practicum (SSCI 4098U) represents **100 hours of unpaid fieldwork** over the course of an academic semester (Fall or Winter). It is also an intensive, challenging, and potentially rewarding **academic course** consisting of a major theoretical paper, reflective journals, learning contract, and two workplace performance evaluations. A general overview of Practicum objectives, processes, and expectations is provided in the document entitled ❶ [What is the Practicum?](#)

**The Practicum course is no longer mandatory. Students must select one of two options:**

- 1) Students not interested in taking the Practicum may substitute the Practicum for a 3<sup>rd</sup> or 4<sup>th</sup> year program elective. *Or,*
- 2) Students may participate in the **Pre-Practicum Curriculum** (outlined below and in the ❷ [Practicum Planning Chart](#)) and upon successful completion of the Pre-Practicum Curriculum students will receive permission to register for the Practicum course (SSCI 4098U).

The **Pre-Practicum Curriculum** tasks students with a series of time-sensitive assignments and requirements—it is a demanding, in-depth process. Its purpose is twofold: 1) Students have an opportunity to develop and sharpen their overall employability and real-world preparedness, and 2) the Practicum committee gains a clearer understanding and assessment of students' skills, knowledge, goals, and, above all, **professional-suitability** (*sections 5.15.2 and 5.15.3 of the UOIT Undergraduate Academic Calendar*).

**For students interested in the Practicum, the Pre-Practicum Curriculum begins in the winter semester of 3<sup>rd</sup> year.** These students are expected to attend a Practicum Workshop and complete and submit the ❸ [Practicum Application Form](#) by March 1, 2013. To be eligible for the Practicum, students must be in good academic standing and possess a minimum of 84 course hours by May 2013.

Students with incomplete, late, or unsatisfactory submissions will not be permitted to register for the Practicum course (SSCI 4098U). These students will be advised to take an elective in place of the Practicum course. The Practicum Office reserves the right to remove students from the application process for failing to meet pre-Practicum expectations (as outlined in the ❷ [Practicum Planning Chart](#)).

The ❷ [Practicum Planning Chart](#) is designed to assist students prepare for the Practicum course. Its guidelines, provisions, and deadlines apply to all 3<sup>rd</sup> year students wishing to register for the 4<sup>th</sup> year Practicum course.

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### The PRE-PRACTICUM CURRICULUM at a glance:

- 1) Register for a **Practicum Workshop** through the Practicum Office (sshpracticum@uoit.ca). Refer to ❷ [Practicum Planning Chart](#) for workshop dates/times.
- 2) Submit the ❸ [Practicum Application Form](#) (hardcopy -- electronic submission not accepted) to the Practicum Office.
- 3) Provide a resume and cover letter to the Practicum Office. Follow the ❹ [Resume Format](#) and ❺ [Cover Letter Format](#) provided.
- 4) Book and attend the Practicum Interview with the Practicum Office.
- 5) Submit proof of payment (i.e. *receipt*) of your Vulnerable Sector police check.
- 6) Complete "WHMIS for Everyone – The Essentials Program" and submit the certificate of completion.
- 7) If granted permission, register for the Practicum course (SSCI 4098U).
- 8) In concert with the Practicum Office, identify field placement options and establish an interview date with the host organization.
- 9) Attend the interview. If successful, complete the requisite paperwork (provided by the Practicum Office following the Practicum Interview) with the host organization (Work/Education Agreement and Code of Conduct) and establish a work schedule.
- 10) Commence your placement hours when the semester begins and attend its accompanying classes.

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\*Students wishing to arrange their own placement must consult the Practicum Office (see ❹ [Practicum Application Form](#))

\*Students are responsible for checking their UOIT.net email daily

\*Refer to the unofficial *draft* of the ❻ [Practicum Course Syllabus](#) for course expectations and grading schemes

# WHAT IS THE PRACTICUM? ①

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Fourth year Social Science and Humanities students have an opportunity to develop and refine their professional self by taking part in a placement with an organization. The purpose of the fieldwork Practicum is to prepare students for an eventual role within their field of study. The experiential learning process allows students to gain valuable workplace skills and knowledge while making positive inroads in surrounding communities.

**The Practicum is not a realistic means of attaining employment.** The majority of our students do not secure a job with, or resulting from, their field placement. Our best-performing students are able to achieve a letter of recommendation and/or continued volunteer opportunities.

**The Practicum is an academic course** (3 credit hours) and is offered in the fall and winter semester. The **fieldwork component** consists of **100 hours of unpaid work** over the course of one academic semester (approximately 13 weeks). The scheduling of hours is established at the student/employer interview. To be successful in the Practicum, students must be able to manage a consistent 8-10 hours of fieldwork each week. Students with a pre-existing range of commitments (e.g., job, sports, family, school, etc.) are advised to make a careful decision as to whether or not they can effectively accommodate Practicum hours (and its numerous expectations and temporal constraints).

The accompanying **Practicum in-class component (5 classes)** helps students navigate their personal, professional, and academic goals. Largely, students are evaluated on their ability to identify the relationship between theory and practice. In addition to the successful completion of 100 hours of fieldwork, the Practicum course consists of a major theoretical paper, reflection journals, in-class presentation, and a learning contract.

Students receive feedback on their capacity to manage a series of workplace related learning goals and objectives (the 'learning contract'). In line with the concept of Self-Directed Learning, students are expected to use their learning contract as a means of continually testing and building upon fundamental skills and knowledge acquired in the classroom.

**The Practicum is no longer mandatory. Students must choose one of two options:**

- 1) Students not interested in taking the Practicum may substitute the Practicum for a 3<sup>rd</sup> or 4<sup>th</sup> year elective. *Or,*
- 2) Students may participate in the Pre-Practicum Curriculum (outlined below and in the ② [Practicum Planning Chart](#)) and upon successful completion of the *Pre-Practicum Curriculum* students will receive permission to register for the Practicum course (SSCI 4098U).

To be eligible for the Practicum, students must be in good academic standing and possess a minimum of **84 course hours** by May 2013. Students interested in registering for the Practicum must successfully complete the Pre-Practicum Curriculum in the winter of 3rd year. Parts of the Pre-Practicum Curriculum include: attending a Practicum Workshop, completing a Practicum Application Form, submitting a cover letter and resume, attending a Practicum Interview, applying for a Vulnerable Sector police check, and complete WHMIS training. Please refer to the ② [Practicum Planning Chart](#) for further details.

**Practicum Benefits for Student:**

- A well-rounded education, enriched by practical application of classroom learning
- Opportunities to gain relevant employment skills and realistic expectations of the work force before graduation
- Opportunities to gain a broader understanding of career options
- Maturity and self-esteem as productive members of the work force as well as confidence and skills developed through working with others
- Documented practical experience, a resume, job search skills and a network of contacts upon graduation
- Experience with self-directed learning (developing and implementing personal and professional goals and objectives)

**Practicum Student Responsibilities:**

- Conform to all the conditions and rules that apply to employees in the organization
- Exercise ethical workplace conduct
- Set goals for learning

- Work on enhancing academic, professional and personal goals
- Maintain employer confidentiality
- Accept feedback and suggestions for improvement in a positive manner
- Resolve problems or issues that may arise in a prompt, professional manner
- Advise the field supervisor and Practicum Office of any concerns or problems as soon as they arise
- Keep in contact with the Practicum Office and check UOIT.net email frequently. Emails from the Practicum Office and employers must be responded to within 24 hours

The ③ Practicum Application Form and Practicum Interview help the Practicum Committee understand each student's unique set of goals, interests, and expectations. This process helps guide the committee's effort to match students with appropriate organizational settings.

As soon as students receive notification of their 'match' with a prospective organization, they must take immediate steps towards establishing an interview. At this point, students are committed to their assigned placement and may not drop it in favour of something else. Students are also advised to avoid participating in multiple competitions.

A student's ability to move forward with the Practicum is, in part, contingent on her or his success in the employer interview. If successful, the student may proceed with the 100 hours of fieldwork and accompanying course materials. If the student has an unsuccessful interview, the Practicum Committee may attempt to arrange an alternative course of action (in some cases, the Practicum Committee will not move forward with the student). If a suitable back-up position cannot be secured, the student will be advised to register for an elective in place of the Practicum.

Students wishing to discuss matters with the Practicum Office must make an appointment through [sshpracticum@uoit.ca](mailto:sshpracticum@uoit.ca). Students' meeting requests must detail the specific reason(s) for making an appointment. In the interest of time and efficiency, the Practicum Office will not discuss issues already addressed in the written materials provided herein. The ③ Practicum Application Form and the Practicum Interview are the best formats to address individual ideas, questions, and considerations.

### **Students Wishing To Arrange Their Own Placement**

Students wishing to coordinate their own placement are still expected to satisfy the requirements outlined in Pre-Practicum Curriculum. These students must first consult with, and receive permission from, the Practicum Office before making arrangements with a prospective organization. **Students who attempt to arrange their own placement (without permission from the Practicum Office) will be removed from the process.** Please refer to ③ Practicum Application Form for further details.

# PRACTICUM PLANNING CHART 2

MONTH	REQUIRED ACTIVITY	REQUIRED ACTION
January 2013	<ul style="list-style-type: none"> <li>Register for and attend a <b>Practicum Workshop</b></li> </ul> <p>Workshop attendance is <b>mandatory</b> for <b>all students</b> wishing to pursue the Practicum. The Workshop is your opportunity to ask questions and learn more about the Practicum; Pre-Practicum Curriculum, course expectations and potential placements. You must register (RSVP) by email (<a href="mailto:sshpracticum@uoit.ca">sshpracticum@uoit.ca</a>) for <b>one</b> of the following Workshop dates/times:</p> <p><b>Practicum Workshops:</b></p> <ul style="list-style-type: none"> <li>#1 February 5, 10 to 11 am*</li> <li>#2 February 8, 2 to 3 pm*</li> <li>#3 February 12, 10 to 11 am*</li> <li>#4 February 15, 2 to 3 pm*</li> </ul> <p>*locations (building/room number) will be confirmed upon receipt of your RSVP</p> <ul style="list-style-type: none"> <li>Students who do not attend a workshop will not be permitted to proceed in the Practicum process</li> </ul>	<p><b>RSVP by January 31</b>, to secure a Workshop date and time</p>
February 2013	<ul style="list-style-type: none"> <li>Attend the <b>Practicum Workshop</b> you registered for</li> <li>Following the Workshop complete the <b>Practicum Application Form 4</b></li> </ul> <p>The Practicum Office will not accept your Practicum Application Form unless you identify <b>specific organizations</b> on page 2 of the form. Applications deemed incomplete will not be accepted and you will be advised to secure an elective in place of the Practicum course. It is your responsibility to research organizations that align with your program, interests, and future career goals. Your research does not reserve or guarantee a desired placement or organization. In order to assist you with your research, the Practicum Office provides a list of job search websites located on the Practicum Board (across from DTB 405). Two useful sites are: <a href="http://www.211ontario.ca">www.211ontario.ca</a> and <a href="http://www.charityvillage.com">www.charityvillage.com</a></p> <ul style="list-style-type: none"> <li>Update your Resume and Cover letter</li> </ul> <p>In addition to the Practicum Application Form you are required to submit a professional cover letter and resume using the formats provided in this manual. Kindly address your cover letter to one of the organizations you have researched. Your cover letter and resume will be <b>reviewed</b> by the Practicum Office in order to provide feedback for improving your materials – it will not be sent to the organization. <b>You must follow the resume and cover letter formats provided before submitting your resume and cover letter to the Practicum Office</b></p> <p>Note:</p> <ul style="list-style-type: none"> <li>The Practicum Office will not accept your documents (Practicum Application Form, cover letter and resume) unless you have <b>attended</b> a Practicum Workshop. If your documents are not accepted by the Practicum Office you will be advised to secure an elective in place of the Practicum course.</li> </ul>	<p>Research potential placement organizations</p> <p>Print and complete the Practicum Application Form</p> <p>Use the Resume 4 and Cover letter 5 templates to update your current resume and cover letter</p>

<p>March 2013</p>	<p style="text-align: center;"><b>SUBMIT THE FOLLOWING DOCUMENTS TO DROP BOX #4 (LOCATED ACROSS FROM DTB 416) BY OR BEFORE 12:00 PM (noon) ON MARCH 1</b></p> <ul style="list-style-type: none"> <li>• Your completed PRACTICUM APPLICATION FORM</li> <li>• Your RESUME AND COVER LETTER</li> <li>• A photocopy of your driver’s license* (or other valid government issued ID)</li> </ul> <p>*The Practicum Office requires a photocopy of your ID to produce a letter for your Criminal Reference Vulnerable Sector check application. The letter allows students who reside in certain regions in Ontario to obtain the Vulnerable Sector check at a reduced volunteer rate.</p> <p><b>Following the Practicum Committee’s review of your documents you will receive one of two possible messages sent to your UOIT.net account before the end of March:</b></p> <ol style="list-style-type: none"> <li>1. You will be invited to attend a <b>Practicum Interview</b> with the Practicum Office.</li> </ol> <p><b>PRACTICUM INTERVIEWS :</b></p> <p>The Practicum Office will assign a Practicum semester (Fall or Winter). You will complete your fieldwork and Practicum course during your assigned semester.</p> <p>Students completing the Practicum course during:</p> <p><b>FALL 2013: Will be interviewed during April/May 2013</b>  <b>WINTER 2014: Will be interviewed during September 2013</b></p> <p style="text-align: center;"><b>Or,</b></p> <ol style="list-style-type: none"> <li>2. You will be advised that you have not met the requirements as stated above and thereby will not receive permission to register for the Practicum course. You will be advised to meet with Academic Advising to select and secure an appropriate elective in place of the Practicum.</li> </ol>	<p>Submit your Practicum Application Form, resume, cover letter and a photocopy of your ID by or 12 noon on March 1</p>
	<ul style="list-style-type: none"> <li>• Attend your Practicum Interview with the Practicum Office. The date, time, and location of the meeting will be sent to your UOIT.net email account.</li> <li>• You will receive a <b>letter</b> on UOIT letterhead at the time of your interview. This letter explains to your local police services that you are a UOIT Practicum student applying for a Criminal Reference Vulnerable Sector Check. When you apply for your Criminal Reference Vulnerable Sector Check <b>keep your receipt</b>. You will be asked to submit your “<b>receipt</b>” to the Practicum Office. Your receipt is proof that you have applied for your check. Police checks can take several weeks to several months to process.</li> <li>• Complete “WHMIS for Everyone – The Essentials” training CD and print off the certificate of completion. Several copies of “WHMIS for Everyone – The Essentials” are available from UOIT’s library. <b>No other form of WHMIS will be accepted by the Practicum Office.</b></li> </ul>	<p>Interviews will take place in April/May for Fall 2013 students or September for Winter 2014 students</p> <p>Apply for your Vulnerable Sector Check in May for Fall 2013 students or in September 30 for Winter 2014 students</p> <p>By May for Fall 2013 students or By September for Winter 2014 students</p>

	<p style="text-align: center;"><b>SUBMIT THE FOLLOWING DOCUMENTS TO DTB 405 BY OR BEFORE 12 PM (noon) ON</b></p> <p style="text-align: center;"><b><u>MAY 31 (FOR FALL 2013 PRACTICUM STUDENTS) OR SEPTEMBER 30 (FOR WINTER 2014 PRACTICUM STUDENTS)</u></b></p> <p><b>DOCUMENTS REQUIRED FOR THE PRACTICUM FILE:</b></p> <ol style="list-style-type: none"> <li>1. A photocopy of your <b>receipt (proof of payment)</b> for the Criminal Reference Vulnerable Sector Check</li> <li>2. WHMIS certificate of completion</li> <li>3. Updated resume and cover letter for your file</li> </ol> <p><b>REGISTER FOR THE PRACTICUM COURSE</b></p> <ul style="list-style-type: none"> <li>• You will receive permission to register for the Fall 2013 or Winter 2014 Practicum course once the Practicum Office receives and verifies all documentation (as stated above by the assigned due dates). You will receive permission to register via your UOIT.net email account.</li> </ul> <p><b>Students who do not provide their documentation as stated above by the due date will be unable to register for the Practicum course and will be advised to meet with Academic Advising in order to secure a suitable elective.</b></p>	<p>Submit Vulnerable Sector (receipt only), WHMIS, updated resume and cover letter on May 31 for Fall 2013 students or September 30 for Winter 2014 students</p>
<p>June/ July/ August 2013</p> <p>Or</p> <p>Sept/ Nov/ Dec. 2013</p>	<ul style="list-style-type: none"> <li>• Once your Practicum file is verified as <i>complete</i>, you will be advised of your placement organization via your UOIT.net account</li> <li>• <b>You must not contact your placement organization unless instructed to do so by the Practicum Office</b></li> <li>• You will contact or be contacted by the placement organization to arrange an interview. Contact <u>MUST</u> be made within <b>24 hours</b> of notification from Practicum Office</li> <li>• Following your Practicum Interview (with the Practicum Office) you will receive a <b>folder of documents</b>. Confirm your placement arrangements with the Practicum Office by completing the required paperwork (Work/Education Placement Agreement, Student Code of Conduct, and Orientation Checklist) with your placement supervisor/organization. You will take this folder to your interview with your placement organization. In conjunction with your supervisor you will complete the forms. These forms/documents are required to finalize your Practicum opportunity with your placement organization.</li> </ul> <p><b>REMEMBER <u>YOU</u> ARE RESPONSIBLE FOR:</b></p> <ul style="list-style-type: none"> <li>• Checking your UOIT.net account <b>daily</b> for Practicum Office correspondence</li> <li>• Researching the placement organization <b>prior</b> to your interview with them</li> <li>• Contacting the placement organization when instructed to do so by the Practicum Office</li> <li>• Notifying the Practicum Office of the date/time of your interview with the host organization so proper post-interview follow-up can occur</li> <li>• Ensuring your Criminal Reference Vulnerable Sector Check, cover letter, resume, class schedule, and references are available for the interviewer at the interview</li> <li>• Submit <b>all</b> required paperwork (Work/Education Placement Agreement and Student Code of Conduct) to the Practicum Office <b>before</b> you start your Practicum hours. Students who begin their Practicum placement without submitting their paperwork will be removed from the Practicum course</li> </ul>	<p>Ongoing</p> <p>Ongoing</p>



# PRACTICUM APPLICATION FORM **3**

## Practicum Application Form

The Practicum Application Form is used by 3<sup>rd</sup> year SSH students to initiate their participation in, and commitment to, the Practicum process and all related activities. Students must be **eligible** to apply for the Practicum course. "Eligibility" refers to having a clear academic standing and achieving 4<sup>th</sup> year status (84 course hours completed) by May 2013. Eligibility is the first criteria that must be successfully met in order to proceed with the Pre-Practicum Curriculum. Students are advised to review the Practicum Planning Chart for the additional criteria.

The Practicum Application Form must be completed and returned to the Practicum Office as per the deadline stated on the Practicum Planning Chart. The Practicum Application Form will be reviewed by the Practicum Office and used to determine and assess professional suitability and Practicum readiness. Students are advised to complete the form thoroughly and to a high standard as our partner organizations have come to expect an above average level of effort and performance from UOIT students.

<b>Last name</b>	<b>First name</b>	<b>Student ID #</b>
<b>Program/Specialization/Minor</b>	<b>UOIT.net Email Address</b>	
<b>Permanent Address (2013 – 14 academic year)</b>	<b>Telephone</b>	
	Main ( )	
	Alternate ( )	

	Yes	No	Provide additional details
Are you fluent in languages other than English?			
Do you possess a valid driver's license?			
Will you be able to drive to and from a placement?			

List your geographical preference(s) for your placement.

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Anywhere in Durham  
Courtice/Bowmanville  
Oshawa/Whitby  
Ajax/Pickering  
Port Hope/Cobourg  
Peterborough

Anywhere in GTA  
Scarborough  
Toronto  
Toronto – east of Yonge St  
Toronto – west of Yonge St  
Toronto – downtown only

Markham  
Newmarket  
Richmond Hill/Vaughn  
Brampton  
Mississauga  
Other: please specify

Indicate (circle) the academic semester you would prefer to complete the Practicum course and your placement hours.

Fall 2013 or Winter 2014

**Note: Your preference will be taken into consideration however the Practicum Office reserves the right to assign students to either semester.**

## Placement Interests

The information you provide on this page will assist the Practicum Office in establishing the direction and scope of your Practicum placement.

Check  the categories that interest you and align to your future goals.

- Abuse and assault (including domestic assault)
- Addictions
- Adoption
- Advocacy
- AIDS
- Arts
- By-law
- Children
- Community groups and associations
- Community development
- Conflict resolution
- Correctional facilities
- Counseling
- Courts
- Crime victims
- Cultural groups and services
- Detention centres
- Diversity
- Drop-in centres
- Diversion programs and services
- Education and Academic upgrading
- Elderly
- Emergency services
- Employment services
- Environment
- Events planning
- Family services
- Financial assistance and credit management
- Food banks
- Fraud
- French services
- Fundraising
- Health services and support
- Helplines
- Homeless support services
- Hospitals
- Housing
- Immigration and welcoming services
- Labour support
- Law enforcement
- Legal services
- Leisure programs and clubs
- LGBTQ
- Literacy programs
- Mental health Services and support
- Nutritional programs and services
- Offenders
- Parole and probation
- Persons with disabilities
- Policing
- Public services
- Residential programs
- Safety and emergency management
- Seniors
- Service clubs
- Settlement services
- Social action and special interest groups
- Social assistance
- Sports
- Taxes and fraud
- Young offenders
- Youth groups and activities
- Other: \_\_\_\_\_

Research and identify three organizations that would offer the type of fieldwork placement you are hoping to secure. Also, describe the types of activities you expect to participate in during the course of your placement:

Organization 1: \_\_\_\_\_

Placement: \_\_\_\_\_

Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization 2: \_\_\_\_\_

Placement: \_\_\_\_\_

Activities: \_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Organization 3: \_\_\_\_\_

Placement: \_\_\_\_\_

Activities: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Use the space provided to describe your ideal placement.

Consider the following when describing your ideal placement:

- What are your expectations for the Practicum?
- What would you like to experience and accomplish by the end of your placement?
- What are you good at? (knowledge, skills, and abilities)
- What would you like to develop? (knowledge, skills, abilities)
- What would you like potential supervisors to know about you?
- What are your future goals (career/academic plans)?
- What are you planning to do when you have completed your undergraduate degree?

**Vulnerable Sector (police check)**

As a condition of the Practicum, most agencies require students to provide a vulnerable sector check. Agencies with an increased sense of risk or security may require additional screenings.

Do you know of any issues that may hinder or impede your ability to secure a vulnerable sector check?

Yes  No

Have you ever been convicted of a criminal offence for which a pardon has not been granted?

Yes  No

**Medical Requirements**

As a condition of certain Practicum placements you may be required by the agency to provide proof of or complete specific medical tests including but not limited to the following; chest x-ray, hepatitis vaccination, flu shot, TB skin test, routine physical exam.

Are you prepared to complete medical testing if required by the host agency? Please note: certain tests may not be covered by the provincial or student health plan.

Yes  No

Do you have special considerations or personal factors that may affect your full participation in the Pre-Practicum Curriculum or fieldwork placement/Practicum course? Please outline any factors that you feel might limit your ability to participate in the Practicum process or placement.

The process of coordinating Practicum placements sometimes requires the Practicum Office to share information provided on this form with prospective agencies and organizations. Do you give permission to the Practicum Office to share your information with prospective organizations for the purposes of placement?

Yes  No

Students opting to find their own Practicum placement must consult with the Practicum Office before making arrangements with the desired agency.

a) Do you agree to consult the Practicum Office before making arrangements with your desired agency?

Yes  No

b) Do you agree to provide written confirmation from the agency? Written confirmation would include; agency name and address, main contact (supervisor) and contact information, your connection to the agency, and a brief summary of how the activities performed at your desired agency may be consistent with the goals and learning objectives of the Practicum.

Yes  No

The Practicum Office will communicate with you via your UOIT.net email account. Do you agree to check your UOIT.net email daily and respond to requests (by the Practicum Office or placement organizations) within 24 hours?

Yes  No

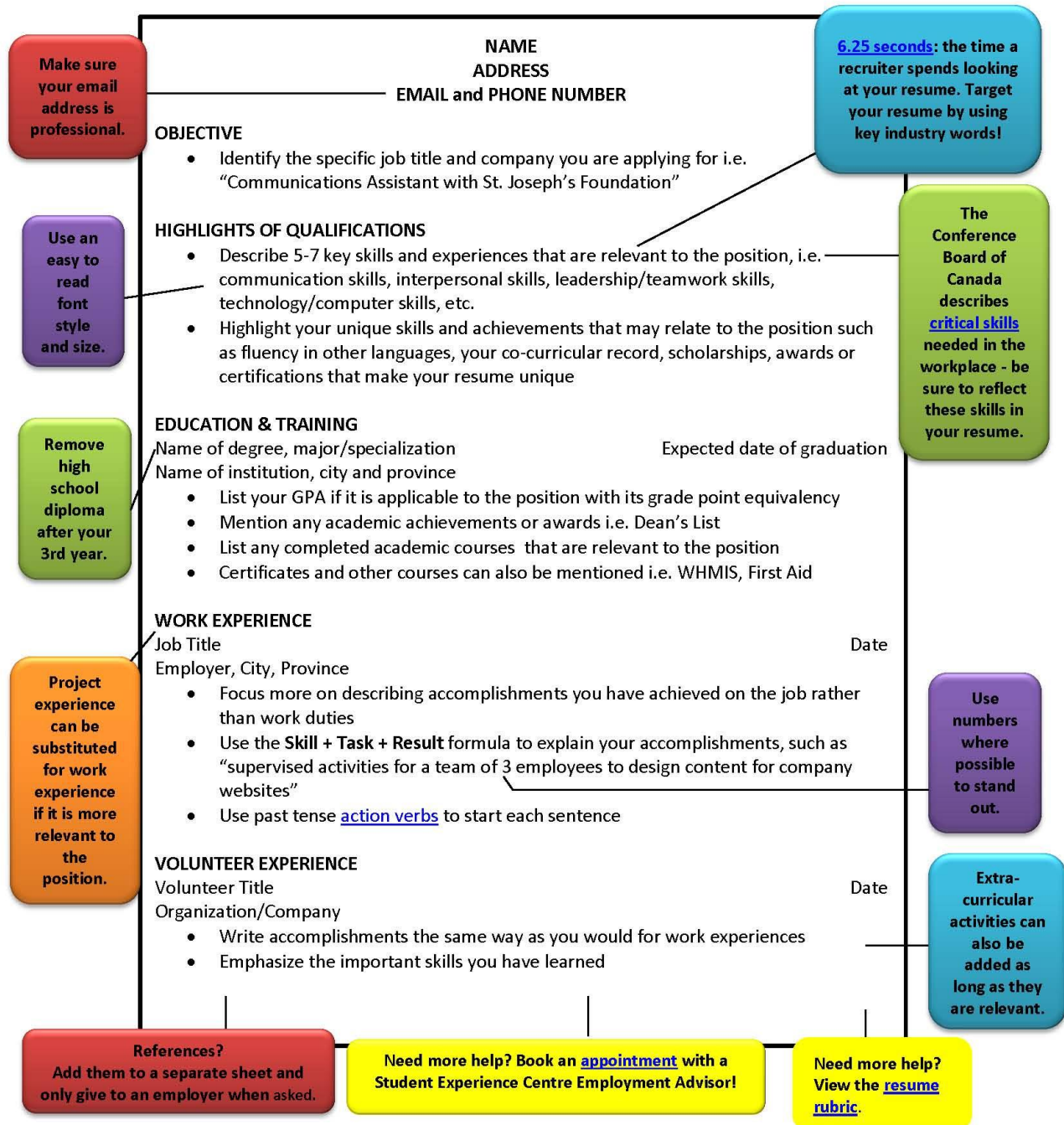
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

# RESUME TEMPLATE 4

UOIT Student Experience Centre – Career Services Chronological Resume

## How to Build an Effective Chronological Resume

A chronological résumé is used to show employers your career related experiences that are directly related to the position you are applying for. This style lists your most recent experience first and as such, gives a good historical view of your past achievements and how you have grown through each opportunity.

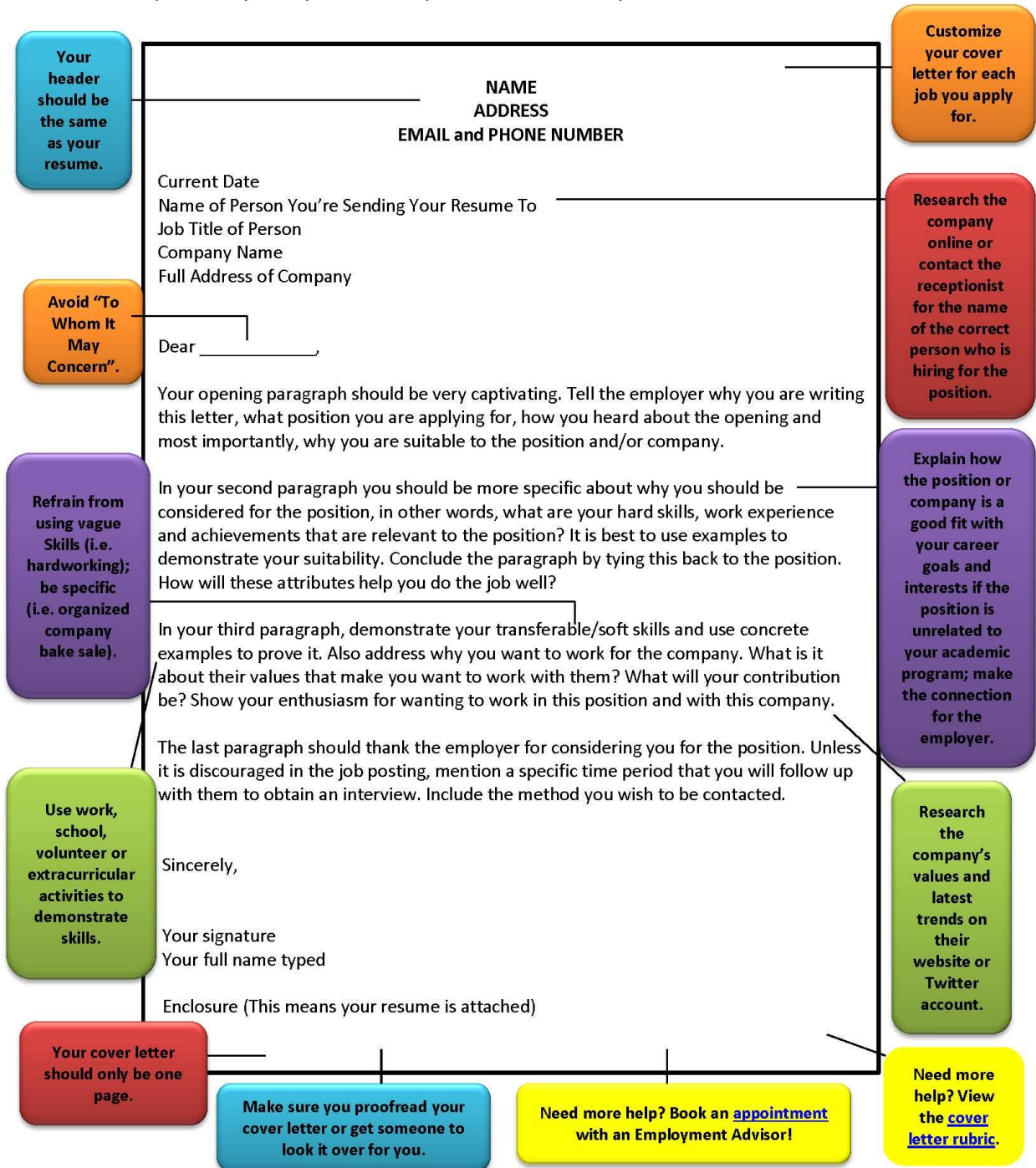


# COVER LETTER TEMPLATE 5

UOIT Student Experience Centre – Career Services Cover Letter

## How to Create an Effective Cover Letter

An effective cover letter should complement, not duplicate, your resume. The cover letter is your opportunity to add a personal aspect to your skills and qualifications outlined in your resume.



# PRACTICUM COURSE SYLLABUS ⑥

## (DRAFT)

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FACULTY OF SOCIAL SCIENCE and HUMANITIES  
Subject Syllabus

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### **SUBJECT DESCRIPTION:**

The Practicum gives students an opportunity to apply their academic skills to a work setting. Students play two key roles—they are “workers” with a set of professional tasks and expectations, *and* they are “scholars” who must reflect on the intersections between academic training and real-life experience.

### **SUBJECT RATIONALE:**

Fieldwork is an essential component of UOIT’s Faculty of Social Science and Humanities. Its purpose is to introduce students to the diverse skills, knowledge, and organizational features associated with their program. The Practicum is an important learning tool that provides opportunities for students to **understand the relationships between theory and practice**, acquire **knowledge and skills** directly related to various activities of the discipline, cultivate **personal and professional skills**, and increase their overall **job-readiness**.

### **LEARNING OUTCOMES:**

By the end of the placement, students will have demonstrated:

- An understanding of the ways in which theoretical concepts may be applied in practice;
- The knowledge and skills necessary for success in program-related fields;
- An understanding of the relationship between the organizational setting and the larger structural issues/forces of the community-at-large;
- Familiarity of the major resources and services the organization uses;
- Comprehension of the links and interplay between individual issues, institutional arrangements, and society-at-large;
- Familiarity with the agency’s operations, policies, codes of ethical conduct, and organizational structure;
- The ability to form mutual and purposeful relationships with people from diverse populations;
- The capacity to identify problems and to develop appropriate solution-based models for improvement;
- Competence in working collaboratively with experienced professionals.

### **Practicum Benefits for Student:**

- A well-rounded education, enriched by practical application of classroom learning;
- Opportunities to gain relevant employment skills and realistic expectations of the work force before graduation;
- Opportunities to gain a broader understanding of career options;
- Maturity and self-esteem as productive members of the work force as well as confidence and skills developed through working with others;
- Documented practical experience, a resume, job search skills and a network of contacts upon graduation;
- Experience with self-directed learning (developing and implementing personal and professional goals and objectives).

### **Practicum Student Responsibilities:**

- Conform to all the conditions and rules that apply to employees in the organization;
- Exercise ethical workplace conduct;
- Set goals and objectives for learning;
- Work on enhancing academic, professional and personal goals;
- Maintain employer / learning environment confidentiality;
- Accept feedback and suggestions for improvement in a positive manner;
- Resolve problems or issues that may arise in a prompt, professional manner;
- Advise the field supervisor and Practicum Office of any concerns or problems as soon as they arise;
- Keep in contact with the Practicum Office and check UOIT.net email frequently. Emails from the Practicum Office and employers must be responded to within 24 hours.

### **POLICIES AND EXPECTATIONS FOR THE LEARNING ENVIRONMENT:**

All UOIT academic policies apply and can be referenced in the UOIT Undergraduate Calendar and Course Catalogue, 2012/2013. Complete understanding and acceptance of University policy on academic integrity is essential.

### **EVALUATION CRITERIA AND WEIGHTING:**

The grading scheme for this course is as follows:

Grade	Percentage	Grade Points	Description
A+	90-100	4.3	Excellent. Strong evidence of originality and independence of thought; good organization; capacity to analyze and synthesize; superior grasp of subject matter with sound critical evaluations; evidence of extensive knowledge base; an outstanding ability to communicate. Excellent evaluations by placement supervisor.
A	85-89	4.0	
A-	80-84	3.7	
B+	77-79	3.3	Good. Substantial knowledge of subject matter; some evidence of organization and analytic ability; a moderate degree of originality and independence of thought; reasonable understanding of relevant issues; evidence of familiarity with literature; an ability to communicate clearly and fluently. Good evaluations by placement supervisor.
B	73-76	3.0	
B-	70-72	2.7	
C+	67-69	2.3	Adequate. Student is profiting from his/her university experience; an acceptable understanding of the subject matter; ability to develop solutions to representative problems in the material; some ability to organize and analyze ideas; an ability to communicate adequately. Adequate evaluations by placement supervisor.
C	60-66	2.0	
D	50-59	1.0	Marginal. Some evidence that critical and analytic skills have been developed; rudimentary knowledge of the subject matter; significant weakness in the ability to communicate. Field placement evaluations identify significant problems.
F	0-49	0.0	Inadequate. Little evidence of even superficial understanding of subject matter; weakness in critical and analytic skills; limited or irrelevant use of literature; failure to complete required work; an inability to communicate. Poor evaluations by placement supervisor.

**Final evaluation is based on the Practicum Coordinator and Field Supervisor's assessments of the following:**

**Successful Completion of 100 hours of Fieldwork:** At the end of the semester the student is expected to provide the Practicum Office with a signed "Documentation of Hours" form confirming the completion of the required hours. An inability to complete 100 hours by the end of the semester may result in a 'fail'. *The grading on the assignments listed below is contingent on the completion of the requisite 100 hours.*



**(30%) On-Site Performance Evaluations:** Your field supervisor will conduct one *midterm* evaluation and one *final* evaluation (each worth 15%). The Practicum Office will email your supervisor a link to the online evaluations.

Your midterm evaluation is based on your: *preparation for the initial contact/interview, level of familiarity with the organization/project, level of professionalism at the initial contact/interview, timeliness of verbal and written contact, quality of learning goals and objectives, understanding of job responsibilities, working relationship with supervisor and/or coworkers, interpersonal skills, level of initiative, and ability to accept direction and feedback.*

The final evaluation is based on your: *attitude towards work, dependability, maturity, quality of work, academic preparation for job responsibilities, writing skills, verbal skills, attendance and punctuality, learning goals and objectives, professionalism, ability to take direction, relationship with team members, and recognition of role, responsibilities and boundaries.*

**(5%) Participation and Classroom Attendance:** Participation and attendance are **mandatory** for all students. An attendance sheet will be circulated in class. One percent will be deducted for each missed class.

**(5%) Learning Contract:** This is a document in which you set forth **three goals** to be achieved during the Practicum. *Each* goal should be accompanied by **two strategies (objectives)** for accomplishing the respective goal. Ensure that your objectives are specific, measurable, attainable, realistic and time-sensitive.

Place two lines at the bottom of the learning contract (on which you and your supervisor provide a signature and date). You are advised to present your initial draft to your supervisor *well* before the assignment due-date. This strategy will allow you to have a critical discussion (or series of discussions) about your goals and objectives as they pertain to the nature and scope of your placement. Supervisors often provide initial comments and suggestions, and it is your responsibility to make appropriate revisions (if necessary) and acquire a signature before the assignment is due.

Make three hard copies of the learning contract (one for you, one for your site supervisor, and one for UOIT) and ensure they are distributed to the appropriate parties. The learning contract will be discussed in the first class.

**The UOIT copy of the learning contract is due by the beginning of the second class. This is a hard-copy document requiring your signature and your supervisor's signature. You may submit it to drop-box #4 (4<sup>th</sup> Floor, 55 Bond Street) or directly in the October 4<sup>th</sup> class.**

**(20%) Reflection Journal:** You must keep a journal, tracking the key issues you encounter in your Practicum learning environment. Think of the journal as a collection of "field notes" documenting your experiences, observations, lessons learned, duties, and learning opportunities during the Practicum. The entries should also highlight the events, processes, and policies particular to your organization. Be sure to monitor your own thoughts, feelings, and ongoing 'hunches' along the way. Eventually, themes and patterns will emerge; use them to help guide the construction of your final reflection paper.

It is a good idea to always be thinking about the possible connections between academic theory and fieldwork experiences. By the end of the semester you should be able to go through your journals and recognize themes and concepts related to our field of study.

At bare minimum, the journal entries should be three paragraphs per week. Do not use real names in the journal and do not include speculation, gossip, confidential, or proprietary information. The journal is also private; no one but you and your Practicum committee has access to it. A failing grade will be assigned to journals that breach the confidentiality of host organizations' clients and participants (or any other clients and participants from the community).

As the semester progresses, there will be a series of weekly questions on Blackboard to help guide the structure and flow of your journal entries. Part of your journal mark is derived from your answers to these questions. *14 questions will be asked throughout the semester, and you are responsible for answering 12 of them (your choice).* You should address the questions as the semester progresses but, for clarity, compile the answers into a single section at the *end* of the journals. It is imperative that you clearly demarcate the question you are answering (e.g., **QUESTION 7:**). The answers to your questions 'count' towards the overall page total of your journals. Journals must not exceed 30 pages.

**(5%) In-Class Presentation:** As a means of preparing for the final paper, you will be asked to discuss your practical and theoretical findings with the class (2-3 minutes in length). The presentations will occur in the last three classes, and every student must be prepared to present.

**Due: Over the Course of the Last Three Classes**

**(35%) Major Paper:** The major paper is an opportunity to formulate an *original argument* based upon your own fieldwork accomplishments, challenges, and observations. Your argument **must be grounded in academic theory**.

Select one academic theory that best fits the issues and themes experienced at your placement. Use your fieldwork findings to help explore the intersections between theory and practice. You may draw upon themes from your field notes (journal) to help illustrate and support your theoretical claims.

The use of other people’s work must be properly acknowledged and referenced.

**\*Safety Orientation Checklist:** This document is to be completed and signed by you and your supervisor. It is due by the second class.

\*Failure to submit any of the above assignments **by their respective due dates** will be reflected in your grade for this course.

\*Late Submissions: Learning Contracts, Reflection Journals, and Major Papers will be deducted 20% each day past the due date (including weekends).

**IMPORTANT NOTES**

The Work/Education Placement Agreement (Insurance Form) **MUST** be completed, signed by the field supervisor and student and delivered to the Practicum Office **BEFORE** the placement can begin. If this form is not completed, signed and on file in the Practicum Office, you will receive an automatic fail in this course.

The Code of Conduct **MUST** also be signed by the field supervisor and the student and delivered to the Practicum Office **BEFORE** the placement can begin. If this form is not completed, signed and on file in the Practicum Office, you will receive an automatic fail in this course.

***Lateness, absenteeism, and/or general disciplinary problems will not be tolerated and can result in an immediate withdrawal from the Practicum setting and / or failure of the Practicum course.***

**IN-CLASS SCHEDULE**

**CLASS # 1**

- \*expectations
- \*learning outcomes

**CLASS # 2**

- \*learning contract due
- \*orientation checklist due

**CLASS # 3**

- \*in-class presentations

**CLASS # 4**

- \*in-class presentations

**CLASS #5**

- \*in-class presentations

ASSIGNMENT	DUE DATE
<b>Insurance Form (pink copy) and Code of Conduct</b> (both forms signed by supervisor <i>and</i> student)	
<b>Orientation Checklist</b> (signed by supervisor <i>and</i> student )	
<b>Learning Contract</b> (signed by supervisor <i>and</i> student)	
<b>Reflection Journal</b>	
<b>Major Paper</b>	
<b>Final Hours Sheet</b>	

General correspondence should be made through: [sshpracticum@uoit.ca](mailto:sshpracticum@uoit.ca)

**Office locations:**

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