Practicum Program
Overview
2017
Community Partners 2017

- Anne Fitzgerald Elementary School
- ATCO Blue Flame Kitchen
- ATCO Pipelines – Human Resources
- BGCBigs
- City of St. Albert Family & Community Support Services
- Davey Textile Solutions Inc.
- Dogs With Wings
- Edmonton Community Legal Centre
- Edmonton’s Food Bank
- Edmonton Garrison - MFRC
- Elves Special Needs Society
- EPCOR – Human Resources
- Gather Ventures Inc.
- Greater Edmonton Foundation – Seniors Housing
- Heart & Stroke Foundation
- Hopewell Residential
- iHuman Youth Society
- La Maison Simons
- Lori Elms Design Group
- Make A Wish Northern Alberta
- NSTEP Eat Walk Live
- Poppy Barley
- Publicity Room
- Rehab & Retreat Senior Care Ltd.
- Ronald McDonald House
- Royal Alberta Museum
- SKILLS Society of Edmonton
- So Pretty Cara Cotter
- Strathcona Country Family & Community Services
- Terra Centre for Teen Parents
- University of Alberta
  - Studio Theatre
  - Office of Sustainability
  - International Student Services
- Volunteer Alberta
- WORKHALL WHYTE
- Zebra Child Protection Centre

Outside Edmonton

- Health Canada, Ottawa
Practicum Goals

• Provide a practical learning experience that helps students:
  – apply and further develop knowledge/skills,
  – explore their field of practice, and
  – transition with confidence into professional work.

• Foster a mutually beneficial link between students, the community, and the Department of Human Ecology
Exchange

Students:
- quality work
- fresh ideas
- energy & enthusiasm

Placement Site:
- meaningful work
- networking
- guidance & mentoring
Requirements

- Supervised by a professional
- **200 hours, non-paid**
  - Winter & Fall
    - 16 hrs/week for 13 weeks
  - Spring
    - full time for 5-6 weeks
- **Independent project**
  - Part of the 200 hours
- Site visit
- Weekly seminar
- Final reflections
Independent Project

Examples:

• Programming
  – Needs assessment, planning/development, implementation & facilitation, evaluation

• PR & Marketing
  – Advertisements, newsletters, press releases, special events, social media

• Writing
  – Educational materials, position papers and policy briefs, fact sheets, articles, training manuals, artefact condition reports

• Client/Customer Service
  – Client intake/support, case management, case notes, wardrobe consultations

• Research
  – Market research, environment scans, policy analysis, trend forecasts, sales analysis, artefact documentation

• Design & product development
  – Draft patterns, create samples, construct garments/costumes, textile testing, artefact storage solutions; space planning & materials selection

• Visual Communication
  – Merchandise displays, exhibits, inspiration/story boards, poster boards, PowerPoint presentations, videos
Placement Site Responsibilities

- Provide workspace
- Introduce student to site and coworkers
- Provide meaningful work
- Guide and mentor student
  - regular meetings
  - review learning goals
  - provide feedback
- Attend on-site visit
- Evaluate student performance
  - midterm and final
- Provide a safe, positive and respectful workplace
Student Responsibilities

• Contribute positively to the placement site through
  Responsible, dependable, competent, and ethical work

• Set learning goals

• Maintain weekly log

• Complete 200 hours, including independent project

• Arrange and host site visit

• Final reflections
University Responsibilities

- Arrange placements
- Conduct orientation meeting
- Maintain on-going contact with participants
  - phone calls, emails
  - seminar
- Site visits
- Evaluate final reflections
- Ensure requirements are met
- Provide insurance and liability coverage for students
Evaluation

• Pass/Fail

• Mid-term & Final evaluation - by field supervisor
  – forms provided
  – 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
  – seminar participation
  – final reflections
  – evaluations of site
Ethics

- Confidentiality
- Recognition of qualifications & limitations
- Identification as practicum student
- Accurate/reliable work
- No conflicts of interest
- No sexual misconduct or harassment
- Self-awareness & monitoring
- Ethical standards specific to organization
Liability Coverage & Expenses

• Liability
  – **Sites** - expected to provide a safe working environment
  – **University** - extends Workers’ Compensation and third party liability coverage to students
    • **Student Affiliation Agreement**

• Expenses
  – Reimbursement for **direct** expenses incurred while carrying out practicum work (travel costs, materials costs etc)
  – Discuss any costs and reimbursement arrangements

• Tokens of thanks
  – Practicum is non-paid
  – **Small** tokens of thanks/honorarriums are acceptable
Questions? More details? Please contact:

Kathryn Chandler, Practicum Coordinator
780.492.0192
kathryn.chandler@ualberta.ca