PROFESSIONAL PRACTICUM PROGRAM GUIDE

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Professional Practicum Website:
https://practicumpro.ksr.ualberta.ca

OVERVIEW

THE PROFESSIONAL PRACTICUM PROGRAM

A PRACTICUM is a course of study that is designed to give students supervised practical application of previously or concurrently studied theory. It focuses on work experience with partner agencies supervised by experienced professionals. Students earn academic credit upon successful completion of the course.

The Professional Practicum Program is a non-paid work experience program whereby senior (4th year) Bachelor of Arts in Recreation, Sport & Tourism (BARST), Bachelor of Kinesiology (BKin), and Bachelor of Science in Kinesiology (BScKIN) students are placed with an approved agency on a full-time basis (approximately 35 to 40 hours/week) for a period of 14 weeks (minimum of 490 total hours); or in the case of the BKin or BScKIN Programs, students may also be placed part-time (20 hrs per week) for 14 weeks (minimum of 280 total hours). The Faculty approves only those placements which provide students with a quality learning and educational experience and is sufficiently flexible to meet individual student learning objectives. The Faculty expects that the identified agency supervisor will have appropriate qualifications and can provide day-to-day guidance/supervision in an environment conducive to learning. Apart from the student's specific job description, opportunities must also be available for the student to observe and/or learn about the entire organization. The students are expected to ask questions and research specific areas so that they may fulfill seminar and assignment requirements.
GOAL OF THE PROFESSIONAL PRACTICUM
To provide a rich experiential learning opportunity where students integrate theory, critical understanding and skills acquired in the classroom and laboratory environments, with work-place specific knowledge and skills in an authentic work placement setting. The practicum fosters educational, personal, and professional growth, and provides networking opportunities.

UNDERGRADUATE PROGRAMS
Bachelor of Arts in Recreation, Sport, and Tourism (BARST)
Bachelor of Kinesiology (BKin)
Bachelor of Science in Kinesiology (BScKIN)

OBJECTIVES
Of the University
• Provide the student with opportunities for practical experiences under circumstances that are within his/her level of knowledge and skill; and
• Foster close working and learning relationships with practitioners.

Of the Agency
• Provide learning experiences under controlled conditions and by degrees; and
• Foster close working relationships with the University.

Of the Student
• Achieve integration between theory and practice;
• Discover one's strength, limitations and areas of suitability and passion within the field of recreation, physical education and kinesiology;
• Acquire skills necessary for practice in the sector; and;
• Develop an awareness of the total range of the field of practice (i.e., methods, activities, settings, etc.) and gain a better understanding of the day-to-day operations of a specific agency.

DEFINITION OF TERMS
Professional Practicum Student
A student enrolled in the Bachelor of Kinesiology (BKin) or Bachelor of Science in Kinesiology (BScKIN) or Bachelor of Arts in Recreation, Sport, and Tourism (BARST) who is registered in KIN 490, 491, 492 OR 493 or RLS 441/449/447 Professional Practicum.

Practicum Supervisor
The staff member of the Faculty of Kinesiology, Sport, and Recreation who is responsible for the Professional Practicum and instructs all seminars.

Agency Supervisor
A staff member in a community agency who accepts the responsibility of directly supervising and facilitating the learning experience of a practicum student in co-operation with the Practicum Supervisor.

Immediate Supervisor
A staff member in a community agency who has been delegated the day-to-day responsibility of directly supervising the practicum student by the Agency Supervisor. Both the Agency Supervisor and Immediate Supervisor share in facilitating the learning experience of the student in cooperation with the Practicum Supervisor.

Practicum Placement
The approved work experience created by an agency for a student enrolled in the Professional Practicum.
ACADEMIC COURSE DESCRIPTIONS

KIN 490/492 Professional Practicum

KIN 490/492 is the **HALF-TIME** Professional Practicum whereby BKIN/BScKIN students work a minimum of 20 hrs. per week for 14 weeks. It is worth the equivalent of 6 credits (KIN 490) or 9 credits (KIN 492) and is graded on a pass/fail basis. It is a required course in the BKIN and the BScKIN Programs.

KIN 491/493 Professional Practicum

KIN 491/493 is the **FULL-TIME** Professional Practicum whereby BKIN/BScKIN students work approximately 35-40 hrs. per week for 14 weeks. It is worth the equivalent of 12 credits (KIN 491) or 15 credits (KIN 493) and is graded on a pass/fail basis. It is a required course in the BKIN and the BScKIN Programs.

RLS 441 Practicum Seminar

RLS 441 is the required course taken concurrently by BARST students with RLS 449 and is worth the equivalent of 3 credits.

RLS 449 Professional Practicum

RLS 449 is the **FULL-TIME** Professional Practicum whereby BARST students work approximately 35-40 hrs. per week for 14 weeks. It is worth the equivalent of 12 credits and is graded on a pass/fail basis. It is a required course in the BARST Program.

RLS 447 Professional Practicum

RLS 447 is the **FULL-TIME** Professional Practicum whereby BARST students work approximately 35-40 hrs. per week for 14 weeks. It is worth the equivalent of 15 credits and is graded on a pass/fail basis. It is a required course in the BARST Program. Credit will be granted for only one of RLS 441/449 or RLS 447.

PROFESSIONAL PRACTICUM EXPECTATIONS

Of the Practicum Student

- Depending upon the course, to work a minimum of 20 hrs. per week (280 hours) in KIN 490/492 or approximately 35-40 hours (490 hours minimum) in KIN 491/493 & RLS 449/447 per week (may be more or less depending upon the number of hours worked by other Agency Staff - see Policy) in an assigned agency in an unpaid position under the direct supervision of the Agency Supervisor and/or Immediate Supervisor for a period of approximately 14 weeks;
- To develop with your Agency and/or Immediate Supervisor a work schedule that is specific and detailed but flexible which would outline what is expected of you on a week to week basis;
- To attend the mandatory Practicum Orientation Seminar scheduled for the first official day of classes for each respective term. The location will be posted during Registration week. The first day of work at the agency is normally the second day of classes;
- To complete the Practicum Agreement within the first 2 weeks of the placement;
- To learn as much as you can about the practices and operation of the Agency;
- To attend the mandatory seminars (unless out of town/province), held throughout the 14 week placement, at the University of Alberta;
- To assume responsibility for the completion of specific tasks, as stated in the Practicum Agreement and as assigned by the Agency or Immediate Supervisor;
- To complete written and oral assignments as required by the Agency or Immediate Supervisor, and Practicum Supervisor;
- To discuss the seminar assignments with the Agency and or Immediate Supervisors assigned during the seminars;
- To act in a professional manner at all times and comply with all of the agency's policies, rules, and regulations;
- To be well groomed and dressed appropriately;
To develop a set of goals and objectives and in consultation with the Agency Supervisor determine how these will be operationalized during the placement period;
- To be punctual;
- To consult with the Agency and/or Immediate Supervisor on an ongoing basis and confront problems and concerns when they arise;
- To consult the Practicum Supervisor for direction or guidance regarding concerns or clarification of the seminar assignments;
- To remind the Agency Supervisor when you will be absent from work due to your attendance at the seminars and when the performance Evaluations are due; and
- To complete the Student Feedback on Practicum Placement after the first five weeks, and complete the Mid-Term and Final Student Performance Evaluation Forms in conjunction with your agency supervisor;

**Of the Agency and/or Immediate Supervisor**
- To develop with the student a formal job description through the completion of the Practicum Agreement within the first 2 weeks of the placement and mail to the Practicum Supervisor for approval;
- To work with the student and the Practicum Supervisor in finding suitable experiences within the agency for the student;
- To reimburse the student for mileage, parking and other expenses if the student must use his/her personal vehicle as part of the Practicum Placement or if other travel and accommodations are required;
- To provide an in-depth orientation for the student regarding the agency’s philosophy, purpose, goals, objectives, policies, regulations, program, services, and introduction to other key agency personnel;
- To orient other agency personnel regarding the Professional Practicum Program and the student’s role and purpose of the placement;
- To assist the student in developing and operationalizing a set of goals and objectives relevant to the student’s interests and needs of the agency;
- To encourage high standards of work;
- To provide opportunities for the student to attend and observe a variety of meetings in order that the student may gain a more thorough insight into and understanding of the entire agency (e.g. board/council meeting; program planning/development meetings; in-services; grand rounds; etc.);
- To provide qualified supervision and as much direction and guidance as warranted;
- To discuss performance evaluations with the student outlining areas of strength and weakness and providing constructive criticism as warranted;
- To advise the Practicum Supervisor if the student is not progressing as expected or other concerns are raised;
- To notify the Practicum Supervisor if the student’s original job and responsibilities are changed or altered;
- To provide an average of ONE hour per week during office/work hours for students to research and work on seminar assignments; and
- To complete the Agency Evaluation Form to provide feedback to the Faculty regarding the Professional Practicum Program.

**Of the University of Alberta Practicum Supervisor**
- To conduct seminars as required;
- To handle issues from students or agencies concerning the program;
- To assign grades and retain practicum placement information and evaluations and prepare
comments for each student file;

- To evaluate practicum placements and decide which should be retained, and to develop new ones where necessary;
- To review the program with students and agencies each semester through general meetings, personal interviews and correspondence;
- To consult with the Agency Supervisor regarding the performance evaluations and methods utilized to assess students;
- To make at least one on-site visitation (unless it is out of province) with the Agency and/or immediate Supervisor and the student (as time and resources permit) during the placement period, and to maintain constant email communication; and
- To provide ongoing support to the student and Agency Supervisor throughout the term.

**POLICY STATEMENTS**

**PERSONAL ILLNESS**
For the purpose of the Professional Practicum Program, a student who is absent from work shall adhere as closely as possible to the policy of the agency regarding its procedures for casual illness. A Full-Time (KIN 491/493; RLS 449/447) student may be absent from work at the agency for a total of three days (excluding scheduled seminars) without being assigned additional assignments or making up the time. A Part-Time (KIN 490/492) student may be absent from work for a total of two days (excluding scheduled seminars) without being assigned additional assignments or making up the time. These days may also be used for personal medical appointments and bereavement/attend funerals.

Absences over and above the time allotted shall be made up during or at the end of the practicum. This will be negotiated between the Agency Supervisor, the Practicum Supervisor, and the student.

Extended absences of more than twenty working days may prolong the length of the practicum. If the extension of the practicum is neither feasible nor desirable by the agency supervisor, then the student may not receive credit for the course.

**HOURS OF WORK**
A Full-Time student assigned to an agency will work the same number of hours per week as other full-time agency staff in a comparable position. The number of hours worked by the agency staff will be considered the normal work week. The minimum hrs per week is 35 (490 hrs total) and the maximum is 40 hrs per week. If the student works more hours than the normal work week, then he/she is entitled to have off straight time only. Those extra hours can be credited towards the student to have time off at a mutually agreeable time. It is strongly advised that students who work overtime hours maintain a log and indicate the following information to be reviewed with his/her agency supervisor (date; time; circumstance; tasks worked on).

A Part-Time student will work a minimum of 20 hrs. per week (280 hrs total). The Agency Supervisor and the student will need to work out a mutually agreeable work schedule.

**CRITERIA FOR CREDIT GRANTED/NOT GRANTED**
KIN 491 and RLS 449 are worth the equivalent of 12 credits; KIN 493 and RLS 447 are worth the equivalent of 15 credits. KIN 490 is worth the equivalent of 6 credits; KIN 492 is worth the equivalent of 9 credits. Each is marked on a pass or fail basis (i.e. either credit is granted or it is not granted).
Therefore in order for credit to be granted the minimum requirements for the course must be met. Conversely, credit may not be granted for the following reasons:

- Unsatisfactory Final Performance Evaluation;
- Failure to complete agreed-upon work at the agency as indicated in the Practicum Agreement;
- Absent from work for more than 20 working days;
- Failure to make up time owing at the end of the practicum for days missed during the practicum;
- Unsatisfactory completion of written assignments; or
- Unacceptable student conduct as outlined in the Code of Student Behaviour (Section 26: University of Alberta Calendar) or unacceptable professional conduct.

A student who wishes to appeal the decision to not grant credit for KIN 490/492 or KIN 491/493 or RLS 449/447 must follow the procedures as established by the Faculty of Kinesiology, Sport, and Recreation Guide to Undergraduate Student Academic Appeal Procedures as set forth by the General Faculties Council Academic Appeal Policy.

**PRACTICUM INTERVENTION POLICY**

The University has an obligation to protect the public interest, public safety, and public health by ensuring that Students in Practicums conform to accepted standards of professional, competent and safe practice in their work with patients, clients, and co-workers. This Policy provides Deans with the authority to intervene in the Practicum of a Student and/or an associated Professional Program because of such concerns. The Dean's authority is balanced by the granting of appeal rights to a Student who is the subject of a Practicum Intervention:


**WORKER’S COMPENSATION BOARD COVERAGE**

If a student is injured during their practicum, they are covered through the University of Alberta, but must complete the WCB form to report it.

First, the student must report the injury to the Agency and/or Immediate Supervisor and follow the agency’s policy and procedures for reporting injuries.

If the injury causes the student to miss work, then the student is required to contact Stacey Laing as soon as possible so that the injury is documented with the University of Alberta. It is also suggested that the student see a physician to have the injury assessed.

Students can go to the following website to access the WCB form which must be completed:

https://www.wcb.ab.ca/assets/pdfs/workers/c060.pdf

Students need to complete the **Worker's Report of Injury or Occupational Disease Form** and then send it to us directly. The form is written for an employee so "occupation" is student. Through the Professional Practicum, students are considered to be “employees” of the University of Alberta. Do not fill out the Earning Details Information (Section 10).

As per new WCB regulations, the Faculty is required to submit the Employer’s Report within 72 hours of being notified of the injury. The Faculty could be assessed a $25,000 fine for late reporting.
Therefore, if a student gets injured during their practicum, it must be reported immediately to the agency supervisors, contact Stacey Laing, complete the Worker’s Report of Injury Form, and send it to the Student Services Office.

**ADMINISTRATION FEE**

There is an administration fee to Agencies of $200 per student per placement for full-time practicums (KIN 491/493 and RLS 449/447). The fee for part-time practicums (KIN 490/492) is $100 per student, per placement. This fee, payable to the Faculty of Kinesiology, Sport, and Recreation, is due upon receipt of an invoice when a Professional Practicum Student begins his/her placement with an agency (cheques should be made payable to the University of Alberta).

**Health Care Institutions** (e.g. Alberta Health Services, Covenant Health, Primary Care Networks, hospitals, nursing homes, rehabilitation centres, physical therapy clinics, etc.) with current Health Sciences Affiliation Agreements with the U of A – Faculty of Kinesiology, Sport, and Recreation in place, are exempt from the administration fee. Out of Province/Country agencies are also exempt.

**Request for a Waiver of Fees**

Any fee waiver requests must be sent via e-mail to the Faculty Practicum Supervisor with the proposed placement opportunity and supporting documentation.

Generally the main criteria considered when deciding to waive the fees are: 1) the request is from Registered, Not-For-Profit Association/Society (submit a proof of status such as the most recent Annual Report and Annual Financial Statement): and 2) the practicum opportunity being offered is unique (one of a kind). Normally, the Not-for-Profit agency will have an operating budget not exceeding $500,000.00 to be approved.

The decision to waive an agency’s administration fee is made on a per position per term basis. Agencies must re-apply each placement period (September to December; January to April; May to August) for a fee waiver. Normally, an agency will have approved only one fee waiver per placement period.

**TRAVEL/ACCOMMODATION EXPENSES**

Practicum students cannot be paid for work done as part of the practicum (salary or hourly wages). However, students may receive reimbursement for expenses incurred in the following situations:

- **Student must** be reimbursed by the agency for out-of-pocket expenses incurred as part of the practicum (e.g. use of public transportation or personal vehicles to attend meetings; meals and accommodation if appropriate; etc.). This is a Faculty requirement.

- **Students residing in Edmonton, but commuting to communities in outlying areas, may** receive a travel allowance if it is within the agency’s budget to provide it. This is an agreement to be made between the agency and the student. Provision of a commuting allowance is not a requirement.

- **Students residing in other communities may** receive funds from the agency to subsidize accommodation costs if it is within the agency’s budget to provide it. This is an agreement to be made between the agency and the student. Provision of subsidization is not a requirement.
PLAGIARISM AND CHEATING POLICY
Students are to refer to the University Governance Website, Code of Student Behaviour:

30.3 – Offenses under the Code
30.4 – Sanctions and their Impact
30.5 – The Discipline Process

STATUTORY HOLIDAYS
Students are entitled to have off Canadian Statutory Holidays if they are completing their practicums in Canada.

Fall Term
- Thanksgiving
- Remembrance Day - Students are entitled to have off Remembrance Day (Nov 11). If students work then they are entitled to have it off at a mutually agreeable time.
- Fall Break - Students are entitled to have off the University of Alberta's Fall Break. If the student is required to work during that time, he/she can take off the time at straight time at a mutually agreeable time. If the student works during Fall Break, the practicum will end one day sooner than outlined in the syllabus.

Winter Term
- Family Day
- Reading Week – If students work during reading week, then they will finish their placement one week sooner than outlined in syllabus.
- Spring Break – Students placed in Edmonton Public/Catholic School system will have Spring Break off instead of Reading Week
- Easter Holidays

Spring/Summer Term
- Victoria Day
- Canada Day
- Civic Holiday (August)

*Students placed in other countries will honour that country's statutory holidays only.*

PRACTICUM ADMINISTRATION

PRACTICUM SEMINARS
All students will be required to attend the Practicum Orientation Seminar. Those who will be placed outside of Edmonton and outside of Alberta will attend this seminar prior to leaving for their respective placements.

Students within driving distance of the University are also required to attend the seminars scheduled during the term. These seminar hours will count towards placement hours.

The purpose of the seminars is to provide students with the opportunity to discuss current trends and issues in the field of practice, as well as to provide students with opportunities to interact with peers and to provide a supportive environment where experiences can be shared. Students will be required to participate in discussions and present their assignments. Students unable to attend the seminars will be required to submit their written assignments.
ASSIGNMENTS
All students are required to complete written assignments as part of the Professional Practicum. Students who are unable to attend the seminars are required to submit their written assignments as part of the course requirements.

Students will maintain a weekly journal and provide appropriate summaries and analysis of their experiences. These entries will be submitted at regular intervals throughout the practicum according to the schedule of dates provided by the Faculty Practicum Supervisor.

Written assignments will be clarified at the Practicum Orientation Seminar on the first day of the practicum.

ON-SITE MEETING WITH STUDENT AND AGENCY SUPERVISOR
The purpose of the on-site visit is to review the student's progress with his/her supervisor(s), to discuss any concerns or problems that may arise, and for the Practicum Supervisor to gain a better understanding of the student's working environment. Where possible, the Practicum Supervisor will visit with students and Agency Supervisors once per term. The Practicum Supervisor will meet with the student and his/her supervisor(s) together, unless requested by either party to meet separately as well. If other on-site visits are necessary, they will be scheduled as required.

ORIENTATION OF STUDENT TO AGENCY
In most cases a practicum student will not have had any prior experience with the agency. It is therefore to the benefit of both the student and the agency that the student receives a thorough orientation.

PRACTICUM FORMS
The Practicum Supervisor will provide access to all of the forms to be completed throughout the practicum via Practicum Pro.

- Practicum Agreement
- Student Feedback on Practicum Placement
- Student Mid-Term Performance Evaluation Forms
- Student Final Performance Evaluation Forms
- Assessment of Practicum Experience
- Agency Evaluation of Professional Practicum Program

PRE-REQUISITES
All students should meet with their respective Student Advisors early in their program to ensure that they will have completed the required and appropriate courses for their degree. As well, students are advised to plan ahead in scheduling KIN 490/491/492/493 or RLS 441/449/447 Professional Practicum to ensure that it fits within the student’s program.
STUDENT ENROLMENT
Students will enrol in KIN 490, 491, 492, 493 or RLS 441/449/447 in their final year of the program. However, students must have completed pre-requisite courses, foundation courses, and required core courses prior to commencing their placements. As well, some agencies will specify certifications, immunizations and security checks.

STUDENTS ON ACADEMIC WARNING
Students who are on academic warning and do not meet academic expectations (e.g. are required to withdraw) will have their practicums cancelled until such time they are permitted to continue in their Undergraduate Program.

CERTIFICATION REQUIREMENTS
BKin and BScKIN students, especially those in the exercise rehabilitation and fitness areas, may require CPT/CFT Certification and AFLCA Certification. It is up to the student to acquire those certificates prior to commencing a placement. Failure to do so may result in the cancellation of that practicum or severely limit the student's experience.

CONCURRENT COURSE REGISTRATION WITH A FULL TIME PRACTICUM
Students who have an accumulated B- (GPA 2.7) or better grade, may take ONE 3 credit course concurrently with a full time practicum as long as it does not interfere with the practicum expectations. It is recommended to enrol in evening or online courses only. Students require written permission from the Faculty Practicum Supervisor prior to commencing the practicum placement.

POLICE INFORMATION CHECKS and CHILD WELFARE CHECKS
As of January 1, 2004, all students in the Faculty of Kinesiology, Sport, and Recreation who require a Police Information Check, for the purposes of the Professional Practicum, are personally responsible for contacting the appropriate police agency (Edmonton Police Services; RCMP; etc), completing their application form and paying the required fee (approximately $30). Depending upon the time of year, it may take a couple of weeks to a month (or longer) for security checks to be completed.

This process must be completed by the student prior to the commencement of the Professional Practicum. In some cases confirmation of acceptance of the student by the agency will be dependent upon the submission of a completed Security Check.

Under certain circumstances the student’s police information check will be returned with a “NOT CLEAR”. If this is the case, it is the responsibility of the student to contact the police agency to have this resolved. There is no reason to panic, as in some cases the police information check was not able to proceed because identification was unclear and further documentation is required.

If the “Not Clear” is a result of a previous criminal record, it is the responsibility of the student to inform the agency and provide whatever details he/she wishes to share. In some cases, the agency may accept the student regardless of the previous record, but in some cases the student’s placement may not proceed. The decision is up to the agency and the policies it has in place with which to deal with such matters. Students unplaced as a result may have to accept a placement that is not their first preference. The Faculty of Kinesiology, Sport, and Recreation will do its best to procure an appropriate placement for the student under those circumstances.
DOCUMENTATION REQUIRED FOR INTERNATIONAL PLACEMENTS
All students who have arranged an approved international experience must provide the following documentation to the Practicum Supervisor prior to departure:

- Passport
- Extended Medical insurance coverage, including emergency medical evacuation
- Visa (from host country) if required
- Emergency contact information (e.g. Parents)
- Security Clearance Check (if required)
- Proof of Vaccinations
- Letter of Acceptance from the Sponsoring Agency
- Detailed position description from the Sponsoring Agency
- Travel Itinerary (departure return dates, flight numbers, etc.)
- Signed U of A Release of Liability, Waiver of Claims, Assumption of Risks and Indemnity Agreement (available from Practicum Instructor)
- Copy of your Confirmation that you are Registered with Consular Affairs, Government of Canada (Bon Voyage Canada - \[http://travel.gc.ca/travelling/publications/bon-voyage-but\])
- Produce confirmation that you attended a Pre-Departure Orientation – International Education Abroad Session – check the event calendar for sessions being offered
- Download the Education Abroad Student Handbook

FAQ’S

1. How do Agencies post for a Professional Practicum Student?
Access the Professional Practicum website, "Practicum Pro" at: \[https://practicumpro.ksr.ualberta.ca\].
Please go to the Agency Personnel section on the home page, and select "Register". Once registered, please click on Post a New Placement. For any questions, please contact the Faculty Practicum Supervisor, Stacey Laing, at Stacey.Laing@ualberta.ca.

2. When do Agencies post positions?
Students are regularly placed in the September to December, January to April, and May to August terms. Placements are arranged in the academic term preceding the actual placement. For January to April placements, posted positions are due on the first day of classes in September. Position postings for the May to August and September to December terms are due at the beginning of January.

3. What if the posting is late?
It is very important that the positions are posted as early as possible to ensure that all of the students have an opportunity to review all of the position descriptions at the designated times. While late postings are accepted, they may not be reviewed by the majority of students, as many students may have already selected those agencies with which to schedule interviews.
4. Is the agency guaranteed a student if a posting is submitted?
No. The practicum student's specific needs, interests, and expectations are key considerations. The placement process ensures that the practicum student's professional needs and interests are congruent with the agency’s proposed position. The Faculty normally receives 2 - 3 times the number of offers as there are students to place.

5. Where are students placed geographically?
The majority of students are placed in the Edmonton metropolitan area. However, the Faculty will place students on a continuing basis in the Edmonton/Red Deer/Calgary corridor if the numbers of students warrant it. Some students may also travel to other parts of Alberta, Canada and around the world.

6. Are students permitted to create their own placement?
Absolutely! Some students might choose to approach an agency to create a practicum opportunity for them. The only condition is that your agency has not previously been a regular participant in the Professional Practicum Program. If that is the case, then the position will be made available to all students through the interview/selection process.

If students find their own placement, they will not use the formal interview/selection process. The student must present his/her learning objectives to the agency and these objectives need to be addressed in the formal position created by the agency.

The position description must be sent to the Faculty Practicum Supervisor as per the timelines for approval. Once approved, the agency will be contacted.

An agency that is approached by a student should contact the Faculty Practicum Supervisor for information about the Professional Practicum (particularly with regard to the Professional Practicum Administration Fee or Affiliation Agreements) and the creation of a username and password to access the Professional Practicum website.

*Please note that any placements with AHS, Covenant Health, Capital Care & Shepherd’s Care must follow the respective agency’s placement guidelines and cannot be contacted directly. Talk to the Practicum Supervisor for details on requesting these placements.

7. What is the purpose of the selection/placement process?
The ultimate purpose is to obtain the best possible match between the agency and the practicum student. Students select 2-3 agencies for interviews based on the submitted position descriptions. After all of the interviews students rank their choices. The interviewing agency’s supervisor will evaluate each student's interview and rank their choice(s) as well. The Practicum Supervisor places students, taking into consideration the student's ranking, the agency's ranking, the student's learning objectives, and his/her previous work experiences.

8. Does the Agency have to accept a student if interviewed?
No. At any time the agency can indicate that the student is not appropriate for the position. The student also has equal input regarding his/her ultimate placement.

9. What is the purpose of the interview?
It is highly desirable that the practicum interviews resemble, as closely as possible, employment interviews. Students have the opportunity to ask specific questions regarding the potential placement to better understand the expectations. These forms are then completed online and the Faculty Practicum Supervisor will access your input.
### PROFESSIONAL PRACTICUM TERM DATES

#### 2018

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<th>Term</th>
<th>Dates</th>
<th>Agency Application Deadline</th>
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<tr>
<td>Winter</td>
<td>January 8 – April 20 (Finish April 13 if working Reading Week)</td>
<td>September 5, 2017</td>
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<tr>
<td>Spring/Summer</td>
<td>May 7 – August 10</td>
<td>January 8, 2018</td>
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<tr>
<td>Fall</td>
<td>September 4 – December 14 (Finish Dec 7 if working Green &amp; Gold Week)</td>
<td>January 8, 2018</td>
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#### 2019

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<tr>
<th>Term</th>
<th>Dates</th>
<th>Agency Application Deadline</th>
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<tbody>
<tr>
<td>Winter</td>
<td>January 7 – April 19 (Finish April 12 if working Reading Week)</td>
<td>September 4, 2018</td>
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<tr>
<td>Spring/Summer</td>
<td>May 6 – August 9</td>
<td>January 7, 2019</td>
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<tr>
<td>Fall</td>
<td>September 3 – December 13 (Finish Dec 6 if working Green &amp; Gold Week)</td>
<td>January 7, 2019</td>
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