



Policy Created	18/10/2024
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Policy Review	Annual
Policy Title	Practicum Policy
Policy Approval	Vice President of Academic & Campus Excellence

## Purpose

1. The Practicum Policy outlines clear guidelines and expectations for students with practicum placements as part of their academic programs at the College.
2. This policy ensures that students are adequately prepared for their practicum experiences, understand the eligibility criteria, and recognize their responsibilities throughout the process.
3. By fostering a supportive and structured environment, the College aims to enhance practical learning opportunities, which are essential for student success and career readiness.

## Scope

This policy applies to all students enrolled in programs requiring a practicum component. It covers both domestic and international students with valid work permits, ensuring all participants understand the requirements, processes, and expectations involved in securing and completing practicum placements.

## Terms and Definitions

TERM	DEFINITION
Practicum	A mandatory, structured practical experience designed to help students apply theoretical knowledge in real-world settings.
Career Services	The department responsible for career preparation, placement assistance, and providing resources related to employment and practicums.
Good Standing	A status indicating that a student is meeting academic, attendance, and conduct standards as set by the College.
Practicum Prerequisites	Documentation required by the College before practicum placement, which may include background checks and health-related documents.

# Policy

## College Responsibilities

### 1. Career Services:

- Locate and liaise with potential practicum hosts.
- Secure placement contracts with practicum hosts.
- Connect students with potential practicum hosts.
- Provide guidance and support to students for securing practicum placements, including resume writing assistance, interview preparation, and networking opportunities with potential employers.

### 2. Program Coordinators:

- Ensure that students are informed of the specific practicum requirements and eligibility criteria for their programs.
- Ensure all correct documentation is on file and current.

### 3. Placement Hosts:

- Partner with the College to offer meaningful practicum opportunities that align with program objectives and provide relevant work experience.
- Schedule the student with an appropriate work site mentor.
- Provide a schedule to the student for all required hours as designated
- Verify student completed hours in the CRM.
- Complete student evaluations.

## Student Responsibilities

### 1. Academic Performance:

- Maintain passing grades in all courses and ensure a minimum of 90% attendance throughout the program to remain eligible for practicum placement.

### 2. Professional Conduct:

- Exhibit professionalism and ethical behavior in all academic and practicum related activities. If a student is dismissed from a practicum by the host due to behavioral issues, they are responsible for securing a new placement, which may involve locating a new host and completing the approval process with Career Services.

### 3. **Multiple Practicum Placements:**

- Students in programs with multiple practicum instances must maintain eligibility for each placement. Non-compliance with conduct expectations may affect future placement opportunities. In the event of a host-initiated practicum dismissal, students must work with Career Services to explore alternatives; however, an additional placement is not guaranteed.

### 4. **Documentation Submission:**

- Submit all required practicum prerequisites and documentation to Career Services in a timely manner to ensure compliance with program requirements.

### 5. **Personal Placement Requests:**

- If a student intends to secure their own practicum placement, they must notify Career Services in writing at least three months before the intended start date.

### 6. **Attendance:**

- Update practicum hours daily for host verification. In case of absence, students must notify both the placement host and Career Services before the scheduled shift.

### 7. **Expenses:**

- Any expenses related to transportation during the practicum are the student's responsibility.

### 8. **Practicum Location:**

- In-person practicums may be located within a 75 km radius of the College.
- Remote practicums may be located in different time zones.

## **Additional Notes**

While the College provides resources and support to assist students in securing practicum placements, it does not guarantee employment post-graduation. All placements must be successfully completed to fulfill graduation requirements.

Personal circumstances will not influence practicum allocations; however, students are not permitted to complete their practicum in an environment where a family member is employed or on a unit or classroom where a family member receives care/education. This policy is in place to avoid conflicts of interest and ensure an unbiased learning environment. Students are encouraged to approach their practicum experiences with professionalism, a positive attitude, and a commitment to personal and career growth.

All placements must be successfully completed at approved locations to meet graduation requirements.