

PRACTICUM MANUAL

2019/2020

FACULTY OF SOCIAL SCIENCE AND HUMANITIES
UNIVERSITY OF ONTARIO INSTITUTE OF TECHNOLOGY



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PRACTICUM OVERVIEW 1

The Practicum (SSCI 4098U) is an **elective course** with a **placement component** and **in-class component**. The Practicum represents **100 hours of placement (unpaid)** over the course of **one academic semester (Fall or Winter)**. It is an intensive, challenging, and potentially rewarding academic course.

The Practicum is a competitive experience offered to a limited number of students. After successfully completing the application process, the Practicum Office will invite the successful candidates to register for the Practicum course (SSCI 4098U), while unsuccessful applicants will be advised to take an elective course in place of the Practicum.

To be eligible for the Practicum, students must possess a minimum grade point average (GPA) of 3.0 (B) and 84 credit hours (4th year standing). The Practicum Office will review this criteria (GPA and credit hours) prior to inviting applicants to move forward in the process. Prospective students must participate in the Pre-Practicum Process (see 2 [Practicum Planning Chart](#)).

The **Pre-Practicum Process** is a demanding, in-depth process that tasks students with a series of time-sensitive requirements. The **Pre-Practicum Process begins in the Winter semester with an email to all 3rd and 4th year students**. In this email, we will recommend that students register for, and attend, an optional Practicum Information Session (tips and next steps).

Additional information and deadlines can be found in the 2 [Practicum Planning Chart](#). The Practicum Planning Chart is designed to help students prepare for the Practicum.

Students interested in participating in the Practicum must complete and submit the attached 3 [Practicum Application Form](#), 4 [Personal Statement](#), 5 [Cover letter](#), 6 [Resume](#), and ID (photocopy) to sshpracticum@uoit.ca by the application deadline: **March 29, 2019 at 12:00 PM (noon)**.

Please note: the Practicum Office reserves the right to remove students from the Pre-Practicum Process at any time for failing to meet deadline and/or expectations.

Practicum Benefits for Student:

- A well-rounded education, enriched by practical application of classroom learning
- Opportunities to gain relevant skills and realistic expectations of the workforce before graduation
- Opportunities to gain a broader understanding of career options
- Maturity and self-esteem as productive members of the workforce 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 strategies)

Practicum Student Responsibilities:

- Check UOIT.net email daily and respond to Practicum related correspondence within 48 hours
- Conform to all the conditions and rules that apply to employees in the organization
- Exercise ethical workplace conduct
- Set goals for learning and 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

Matching Process

Once students receive notification of their placement **match** with a prospective organization, they must take immediate steps towards completing a specific (targeted) cover letter and resume by the deadline provided by the Practicum Office. The Practicum Office will send the application (cover letter and resume) to the organization on behalf of the student. The organization will establish an interview with the student, or the Practicum Office may advise the student to contact the placement supervisor directly to establish an interview. At this point, students are committed to their assigned placement and may not drop it in favour of an alternate placement.

If students have a successful interview with their prospective organization, they may proceed with the 100 hours of fieldwork and accompanying course work. If the student has an unsuccessful interview, the Practicum Office will attempt to arrange an alternative course of action. If a suitable alternate placement cannot be secured, the student will be advised to register for an elective in place of the Practicum.

Students Registered with Student Accessibility Services

UOIT, and by extension the Practicum Office, is committed to inclusion and equity in the learning environment. The Practicum Office operates under the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). Students requesting accommodations and supports are required to register with Student Accessibility Services at UOIT's downtown Oshawa location. Registration with Student Accessibility Services does not appear on any official university record. All documentation provided to the Practicum Office is kept in a locked cabinet. Personal information is not shared with anyone (including placement supervisor(s) or prospective placement organizations) without your prior written consent.

Students Wishing To Arrange Their Own Placement

Students wishing to coordinate their own placement are expected to satisfy the requirements outlined in Pre-Practicum Process. 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.**

Students wishing to discuss matters with the Practicum Office must book an appointment through **sshpracticum@uoit.ca**. Students' meeting requests should detail the specific reason(s) for making an appointment.

PRACTICUM PLANNING CHART 2

MONTH	PRE-PRACTICUM ACTIVITIES	ACTION
February 2019	<p>Register for and attend a Practicum Information Session. Attendance is optional, but highly recommended for students wishing to enrol in the Practicum.</p> <p>The information session is your opportunity to ask questions and learn more about the Practicum, Pre-Practicum Process, expectations, requirements and more. Complete the RSVP form (click here) to confirm your attendance.</p> <p><u>Practicum Information Sessions:</u></p> <ul style="list-style-type: none"> #1 Wednesday, February 6 – 9:30 to 11:00 a.m. #2 Thursday, February 14 – 3:00 to 4:30 p.m. #3 Wednesday, February 20 – 11:00 a.m. to 12:30 p.m. (reading week) 	<p>RSVP online to secure a Practicum Information Session date and time</p>
March 2019	<p>Register for and attend a Cover Letter and Resume workshop with the Career Centre. Attendance is optional, but highly recommended for students wishing to enrol in the Practicum.</p> <p>Register to attend a Cover Letter and Resume Workshop using the Student Life portal (click here). Note: You will be required to log-in to the Student Life portal to register for a workshop.</p>	<p>Register for and attend a Cover Letter and Resume Workshop with the Career Centre</p>
March 29, 2019	<p>Complete the ⑤ Practicum Application Form.</p> <p>Develop a Personal Statement, Resume, and Cover letter. Please follow the templates provided in the manual.</p> <p>For the purposes of this exercise, kindly address your cover letter to an organization you have researched. <u>Please do not address your cover letter to the Practicum Office.</u></p> <p>Submit a completed Practicum Application package (⑤ Practicum Application Form, ④ Personal Statement, ⑤ Cover letter, ⑥ Resume and ID (photocopy) - driver's license (or other valid government-issued, picture ID) to sshpracticum@uoit.ca by March 29, 2019 at 12:00 PM (noon).</p> <p>Late applications will not be considered. Applications deemed unsuccessful will not be accepted and students will be notified via email and advised to secure an elective in place of the Practicum course.</p>	<p>Complete the ③ Practicum Application Form</p> <p>Use the personal statement, resume and cover letter templates to help guide the construction of your materials</p> <p>Submit application package by March 29, 2019 at 12:00 p.m. (noon) to sshpracticum@uoit.ca</p>
April 2019	<p>Students will be notified of the status of their application in April 2019. Successful applicants will be notified of their semester (Fall 2019 or Winter 2020) and invited to attend a Practicum Meeting with the Practicum Office. Unsuccessful applicants will be advised to secure an elective in place of the Practicum course.</p>	<p>Application update from Practicum Office</p>

PRACTICUM APPLICATION FORM 3

Practicum Application Form

The Practicum Application Form is used by 3rd year SSH students to initiate their participation in, and commitment to, the Practicum process. To be eligible for the Practicum, students must have 4th year standing (84 credit hours) and possess a minimum **B average** (GPA of 3.0 or higher). The Practicum Office will check these criteria prior to registration (summer 2019).

The Practicum Application Form, Personal Statement, Cover letter and Resume and photocopy of government issued I.D. must be completed and returned to the Practicum Office (sshpracticum@uoit.ca) by **12 PM (noon)** on **MARCH 29, 2019**. The documents will be reviewed by the Practicum Office and used to determine and assess professional suitability and Practicum readiness. **Please note: Late submissions will not be accepted.**

Last name:

First name:

Preferred name (if applicable):

Student ID:

Program:

Specialization (if applicable):

Minor (if applicable):

Address (full permanent address including postal code):

Telephone (main):

Telephone (alternate):

UOIT.net email:

GEOGRAPHICAL PREFERENCES:

The majority of Practicum placements are located within UOIT's catchment area – Durham Region. It is possible, however, to explore opportunities outside of Durham. Please indicate your geographical preference(s) for placement:

1. _____ 2. _____ 3. _____

Durham (Pickering, Ajax, Whitby, Oshawa, Clarington, Scugog, Uxbridge, Brock)

East of Durham (Port Hope, Cobourg, Belleville)

Kawarthas (Lindsay, Peterborough)

Toronto (west of Yonge, east of Yonge, Downtown)

North of Toronto (Markham, Newmarket, Richmond Hill, Vaughan)

West of Toronto (Mississauga, Brampton)

Other (specify)

IDENTIFYING IDEAL PRACTICUM ORGANIZATIONS:

Please research and identify a **minimum of 3 organizations** that would offer the type of Practicum experience you are hoping to secure. Be sure to diversify your chosen organizations and activities (in other words, do not simply write the same organization 3 times).

Please note: the Practicum Office cannot guarantee a placement with any of the organizations you identify. Your research will be used to help the Practicum Office better understand the types of environments, activities, projects, populations and issues you are aiming for. **If you require additional space, you may submit the research exercise (below) on a separate sheet of paper.**

<p>Name of Organization (specific area/program):</p> <p>Contact information (address, website and/or email):</p> <p>Please outline desired activities, tasks and learning outcomes:</p>	<p>Name of Organization (specific area/program):</p> <p>Contact information (address, website and/or email):</p> <p>Please outline desired activities, tasks and learning outcomes:</p>
<p>Name of Organization (specific area/program):</p> <p>Contact information (address, website and/or email):</p> <p>Please outline desired activities, tasks and learning outcomes:</p>	<p>Name of Organization (specific area/program):</p> <p>Contact information (address, website and/or email):</p> <p>Please outline desired activities, tasks and learning outcomes:</p>

VULNERABLE SECTOR (VS) POLICE CHECK:

Acquiring a VS police check is a Practicum requirement. Students will be asked to bring a copy of their Vulnerable Sector Police Check to their eventual interview with a Practicum organization. Some placement organizations / environments 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 placement organization to complete or provide proof of specific medical tests including, but not limited to, the following; chest x-ray, hepatitis vaccination, flu shot, TB skin tests or routine physical exam.

Are you prepared to complete medical testing if required by the placement organization? Certain tests may not be covered by the provincial or student health plan.

- Yes
- No

OTHER CONSIDERATIONS:

Please outline any **special considerations or personal factors** that may affect your full participation in the Practicum process. For example, family obligations, daycare, multiple jobs, varsity athletics, etc.

How will you travel to/from your placement?

- Car
- Public Transit

MESSAGE FROM THE PRACTICUM OFFICE:

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

- 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 48 hours?

- Yes
- No

Indicate the semester you would prefer to register for and complete the Practicum (course and placement).

Note: Your preference will be taken into consideration, however the Practicum Office reserves the right to assign students to the Fall 2019 or Winter 2020 semester. Students who wish to register for the Fall 2019 semester must be available to interview with organizations throughout the summer of 2019 (June/July/August).

Sign or print name: _____ Date: _____

Submit your Practicum Application Form, Cover letter, Resume and Personal Statement to sshpracticum@uoit.ca by **12 PM (noon) on MARCH 29, 2019.**

- Practicum Application Form (4+ pages)
- Personal Statement (1 page max)
- Cover letter (1 page max)
- Resume (2 pages max)
- Photocopy of government issued ID (1 page - Photo and address side only)

Students will be notified of the status of their application in April 2019. Successful applicants will be notified of their semester (Fall 2019 or Winter 2020) and invited to attend a **meeting** with the Practicum Office. Unsuccessful applicants will be advised to secure an elective in place of the Practicum course.

FOR PRACTICUM OFFICE USE:

PERSONAL STATEMENT 4

The Personal Statement is one of the most important components of the Practicum Application package. The information provided will help the Practicum Office determine professional suitability and practicum readiness.

The Practicum Office encourages you to think critically about your experiences, interests, goals and expectations and use this opportunity to share information you believe will help the Practicum Office assess your candidacy.

There is no formula for writing a successful Personal Statement. The strongest Personal Statements are clear, organized, honest and realistic. The weakest Personal Statements tend to be very general or lack detail, e.g. *I would like to gain important skills and experiences in my field.*

Some points to include:

- Summary of your community and/or academic leadership and involvement
- Description of your unique skills, abilities or knowledge that will assist you during the Practicum experience
- Description of the specific skills, abilities or knowledge that you would like to develop during the Practicum experience
- Specific information about your expectations for the Practicum, including the specific organizations, populations or groups you hope to gain experience with

Your personal statement should be no longer than 1 page (500 words, 12 pt. font, single spaced) in length. Please be sure to proofread and edit your submission. Use proper spelling and grammar to ensure that your Personal Statement is error-free.

Additional tips and resources to guide your Personal Statement:

[Personal Statement Tip Sheet from UOIT's Career Centre](#)

[Personal Statement Guidelines from Purdue Online Writing Lab](#)

COVER LETTER TEMPLATE 5

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

Name

Address

UOIT Email and Phone Number

*Note: Cover Letter header should match Resume header

Current Date

Full Name of Person You Are Sending Your Resume To

Job Title of Person

Organization Name

Organization Address Including Postal Code

Dear Mr. or Ms. _____,

Your opening paragraph should captivate the attention of the reader. Tell the organization why you are writing this letter, what position you are applying for, e.g. *Practicum student*, how you heard about the opening and why you are suitable for the practicum placement and/or organization.

In your second paragraph you should be more specific about why you should be considered for the position. In other words, what are your hard skills, work experiences, and achievements that are **relevant** to the practicum placement and/or organization? Use specific examples to demonstrate your suitability. Conclude the paragraph by tying this back to the practicum placement and/or organization. How will these attributes benefit the organization?

In your third paragraph, demonstrate your transferable/soft skills and use concrete examples to demonstrate your suitability. Address why you want to complete a placement with the organization, e.g. *What is it about their values or mission that appeals to you? What will your contribution be?* Show your enthusiasm for wanting to join the organization as a practicum placement student.

The last paragraph should thank the organization for considering you for the opportunity to complete a placement with the organization. Provide your availability for an interview and include the method you wish to be contacted, e.g. *I am available for an interview at your convenience and can be contacted by telephone at XXX-XXX-XXXX or email at xxx@uoit.net.*

Sincerely,

Your full name (typed)

RESUME TEMPLATE 6

A reverse chronological resume (1 - 2 pages, max. in length) is used to show your experiences that are directly related to the Practicum placement you are applying for. A reverse chronological resume lists your **most recent experience first** and gives a good historical view of your past achievements and how you have grown through each opportunity. Below is a typical view of a chronological resume:

Name

Address

UOIT Email and Phone Number

*Note: Resume header should match Cover Letter header

HIGHLIGHTS OF QUALIFICATIONS

- Describe 5 – 7 key skills and experiences that are **relevant** to the practicum placement and/or organization
- This section should be customized for each practicum placement and organization you are applying for
- Be sure to highlight your unique skills and achievements that may relate to the position, such as fluency in other languages, community or co-curricular involvement, scholarships, awards or certifications
- Each point must be supported by a specific role, responsibility, or accomplishment/award

EDUCATION AND TRAINING

Name of your Degree, Major/Specialization

Expected Graduation Date

Name of Institution, City and Province

- List your GPA (if applicable) along with its grade point equivalency, e.g. *3.7 GPA (equivalent to an A-)*
- Mention any academic achievements or awards, e.g. Dean's List
- List 3 to 4 courses that are relevant to the practicum placement and/or field

WORK EXPERIENCE

Job Title

Dates of Employment

Employer, City, Province

- Use [action verbs](#) to describe accomplishments and skills achieved on the job rather than work duties
- Follow the Skill + Task + Result method to describe your accomplishments, e.g. *Supervised activities for a team of 3 employees to design content for company website*
- Use past tense action verbs to start each point (unless it is a current position)

VOLUNTEER EXPERIENCE

Volunteer Title

Dates of Volunteerism

Organization, City, Province

- Use [action verbs](#) to describe accomplishments as you would for work experiences
- Emphasize important skills and/or experiences gained through each experience
- Use past tense action verbs to start each point (unless it is a current opportunity)