

# Undergraduate Practicum Guidelines and Forms

**For organizations hosting Practicum students**

Interdisciplinary Studies in Sexuality Program  
Simone de Beauvoir Institute  
Concordia University

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## Practicum Official Calendar Description

SSDB 426 Practicum (3 credits)

Prerequisite: 60 university credits; enrolment in the Major in Interdisciplinary Studies in Sexuality; and permission of the Institute. This course offers a 100-hour field experience over the course of one semester. The course involves a fieldwork project.

## Practicum Comprehensive Description

This course offers a 100-hour field experience over the course of one semester. The course involves a fieldwork project undertaken under the supervision of the Practicum Director and the Program and Outreach Coordinator for the Interdisciplinary Studies in Sexuality program, and an On-Site Supervisor. The Practicum offers a chance to explore an environment outside the classroom, to acquire new skills, and/or to broaden networks. The student must complete 100 hours part-time over a period of 10 to 14 weeks during the Fall, Winter or Summer semester.

## Practicum Pedagogical Objectives

The Practicum is designed to provide students with a focused one-semester experiential learning project hosted by a partner organization or individual external researcher/expert. The Practicum is usually completed in a student's final year of study. The Practicum is intended to bolster Concordia's objective of community engagement as well as to provide students with real-world applications of their theoretical learning alongside challenges in understanding real-world dynamics of sexual politics, cultures, and identities. Specific pedagogical objectives and learning outcomes of the Practicum are shaped by the disciplinary foundation of the particular Practicum selected, which may range across sectors, but will focus primarily in non-profit organizations and public institutions. Through the Practicum, students increase skills they have learned in their courses to:

- understand the larger social issues affecting sexuality;
- integrate and apply theoretical knowledge and methodology to sexual and social justice issues;
- apply intersectional approaches to knowledge;
- integrate community-based knowledge with scholarly research-based knowledge;
- demonstrate capacity to develop strategies to address problems relating to sexual and social injustice;
- work towards sexual and social justice through individual and collaborative actions for change;
- engage in opportunities for practical and creative applications of knowledge

Finally, an important objective of the Practicum is to aid the student in understanding socio-professional realities and the varied roles that sexuality plays in the world outside of the university classroom, helping them to refine the skills to participate in the workforce, in public life, and through community engagement.

## Practicum Supervision

Supervision of the Practicum will be done by the Practicum Director and the Program Coordinator for the Interdisciplinary Studies in Sexuality program, and an On-Site Supervisor.

- 1. Practicum Director:** The Practicum Director holds final responsibility for the assessment of the Practicum, following the reports and recommendations of the On-Site Supervisor and the Program Coordinator. The Practicum Director will hold at least one pre-Practicum meeting with all students enrolled in the Practicum course in the form of a training at the beginning of the semester and may schedule up to an additional two meetings (either individually or as a group) throughout the Practicum, as needed. The Practicum Director evaluates the student's Practicum Final Report and issues the final assessment and grade for the course.
- 2. Program Coordinator:** The Program Coordinator holds responsibility for liaising between the Practicum placement organizations, the students in Practicum, and the Practicum Director. The Program Coordinator will work with organizations to draft Practicum Project Descriptions that outline expectations and agreed upon activities and outcomes that the student will complete during the placement. The Program Coordinator meets with students to assess their competencies and strengths for Practicum placement, develops longstanding and sustained relationships with organizations to run the Practicum, liaises with different groups to develop creative and unique opportunities that are mutually beneficial for community groups and student learning, and checks in with both the student and On-Site Supervisor on student progress at least once in the semester.
- 3. On-Site Supervisor:** The On-Site Supervisor is the person who works with the student on the Practicum project, supervises the student's work at the Practicum location, and reports back to the Practicum Director and Program Coordinator on student performance and progress. The On-Site Supervisor completes a final evaluation of the student's work at the end of the Practicum and signs the student's hours on the Practicum Time Sheet.

## Practicum Protocol for Organizations

- 1. Fill out and Sign the Practicum Agreement Form and CNESST Form:** the student is responsible for organizing the pre-Practicum meetings to complete the relevant forms and get the required signatures.
  - Practicum Agreement Form:* With the On-Site Supervisor, the student should complete the Practicum Agreement Form (see Appendix) and have it signed by the On-Site Supervisor.
  - CNESST Form:* Host organizations must complete this form with the student to ensure students have adequate health coverage.
  - Submission:* The student is responsible for submitting the signed Practicum Agreement Form and CNESST Form to the Program Coordinator who will approve the Practicum.

2. **Pre-Practicum Training:** All students must attend a mandatory pre-Practicum workshop at the SdBI run by the Program Coordinator and Practicum Director at the start of the semester that the Practicum is to be completed. Some Practicum sites may require additional training before the student starts their placement. If your organization requires additional training, please include this in the Practicum Agreement Form.
3. **Practicum:** During the Practicum itself, the student completes the 100 hours of work at the Practicum site and works on the proposed project under the supervision of the On-Site Supervisor, the Program Coordinator, and the Practicum Director. The student is expected to participate in their Practicum or project on a weekly basis. Some Practicum sites demand scheduling around specific events or activities that require additional flexibility. It is at the student's discretion to negotiate a mutually agreeable schedule with their On-Site Supervisor; a schedule that takes into account the end-of-term date as well as the Concordia University examination period.
4. **Timesheets, progress reports and supervision:** Students are responsible for ensuring the following forms are completed, signed, and submitted to the Program Coordinator.
  - a. *Timesheets:* Every time the student goes to their Practicum site and/or puts in work for their Practicum, they use a Practicum Time Sheet (see Appendix) to write the number of hours and a brief description of the tasks done on that day. The student is responsible for having the Practicum Time Sheets signed by the On-Site Supervisor on a regular basis.
  - b. *Mid-Term Assessment:* The student is responsible for scheduling a mid-term assessment meeting with the On-Site Supervisor during the Practicum. Any areas for improvement should be outlined in the assessment and explained to the student, so that performance expectations are clear for the remainder of the Practicum. The completed Mid-Term assessment should be signed by the On-Site Supervisor and the student, who agrees that they have discussed the content of the assessment with the On-Site Supervisor. The student will submit the signed form to the Program Coordinator for review and the student will meet with the Program Coordinator to discuss the results of the assessment. This meeting will also be an opportunity for students in the Practicum to seek guidance with regards to progress, troubleshooting difficulties, and achieving Practicum objectives.
  - c. *Final Evaluation:* At the end of the Practicum, the On-Site Supervisor will complete the Final Evaluation form, and submit this directly to the Program Coordinator, who will review it and issue a report to the Practicum Director for final assessment of the student's Practicum. The On-Site Supervisor is responsible for submitting this form to the Program Coordinator.
5. **Deadlines:**
  - a. Within 7 calendar days of completing the Practicum, the On-Site Supervisor should have signed all Practicum Time Sheets.

- b. Within 7 calendar days of completing the Practicum, the On-Site Supervisor completes the Final Evaluation and sends this to the Program Coordinator.

## Practicum Student Evaluation

The Student's Practicum is evaluated by the Practicum Director following the feedback and recommendations of the On-Site Supervisor and Program Coordinator using detailed rubrics of the following assessments:

- 10% Practicum Time Sheets
- 10% Mid-term Assessment by the On-Site Supervisor
- 20% Final Evaluation submitted by the On-Site Supervisor
- 10% Student Mid-Term Self-Assessment
- 50% Practicum Final Report

## Problems and Challenges

At the earliest sign of a problem or challenge in supervising the student in Practicum, the On-Site Supervisor is encouraged to contact the Program Coordinator to help troubleshoot the problem and support both the organization and the student to ensure the successful completion of the Practicum. When additional support is needed, the Program Coordinator and On-Site Supervisor should contact the Practicum Director to assist. Ongoing problems with the Practicum that are not identified in the Mid-Term Assessment or at the early signs of the problem, may not be used in the final assessment of the student's performance.

Appendix: Practicum Agreement Form

# PRACTICUM AGREEMENT FORM

STUDENT INFORMATION							
Name of Student:							
Name of On-Site Supervisor:							
Name of Organization:							
Complete Address of Location: (where the Practicum will take place)							
DATES & SCHEDULE							
START DATE		END DATE		Weekly Schedule		Hours/Week:	
						# of Weeks:	
ACTIVITIES & DUTIES <i>(to be completed by On Site Supervisor)</i>							
<p><i>The On-Site Supervisor should check all boxes that apply, and fill in relevant details as necessary, in conjunction with the student's availability and schedule.</i></p>							
<p><i>Training Provided by On-Site Supervisor and/or Practicum Organization</i></p>							
<input type="checkbox"/>	First-day orientation	Date (if applicable):					
<input type="checkbox"/>	Assessment of skills	Date (if applicable):					
<input type="checkbox"/>	Introduction to other staff	Date (if applicable):					
<input type="checkbox"/>	Scheduling and negotiation of duties and tasks	Date (if applicable):					
<input type="checkbox"/>	Demonstration of working procedures	Date (if applicable):					
<input type="checkbox"/>	Outlining expectations and objectives	Date (if applicable):					
<input type="checkbox"/>	Other:						
<p><i>Supervised Duties Provided by On-Site Supervisor Throughout Practicum</i></p>							
<input type="checkbox"/>	Holding meetings with the student	Scheduled meeting dates:					
<input type="checkbox"/>	Assigning daily tasks or duties						
<input type="checkbox"/>	Evaluating oral reports	Report due dates:					
<input type="checkbox"/>	Evaluating written reports	Report due dates:					
<input type="checkbox"/>	Including student in staff meetings	Scheduled meeting dates:					
<input type="checkbox"/>	Other:						
APPROVALS							
On-Site Supervisor Signature:				DATE:			

Appendix: Practicum Time Sheet

# PRACTICUM TIMESHEET

STUDENT INFORMATION		
Name of Student:		
Name of On-Site Supervisor:		
Name of Organization:		
HOURS & ACTIVITIES COMPLETED		
<i>To be completed by the student each week and signed by the On-Site Supervisor within 7 days of completing the Practicum. Submit final Timesheets to both the Program Coordinator and Program Director.</i>		
Date	Hours completed	Description of tasks completed
<b>TOTAL HOURS COMPLETED:</b>		
APPROVALS		
Student Signature:		DATE:
On-Site Supervisor Signature:		DATE:

**Note:** Attach multiple pages if necessary, but make sure to sign each page and list total hours completed per page.



## Appendix: Practicum Assessment Rubrics

# PRACTICUM MID-TERM ASSESSMENT

STUDENT INFORMATION					
Name of Student:					
Name of On-Site Supervisor:					
Name of Organization:					
ON SITE SUPERVISOR MID TERM ASSESSMENT					
<i>To be completed by the On-Site Supervisor and sent to the Program Coordinator by</i>					DATE:
Hours completed to date:		Hours Remaining:			
Main tasks completed:					
Observation of strengths of student's performance:					
List area(s) for improvement for the remaining hours, with an example of how you will measure improvement: (e.g. Improve taking initiative, measured by initiating a project idea within the next month)					
1.	2.	3.	4.		
Select quality of Practicum performance overall:	Exceptional work <input type="checkbox"/>	Exceeds expectations <input type="checkbox"/>	Meets expectations <input type="checkbox"/>	Not meeting expectations <input type="checkbox"/>	Failing to complete <input type="checkbox"/>
Other comments:					
DISCUSSING ASSESSMENT WITH STUDENT					
<i>Once you have completed the mid-term assessment, please sit down with the student and discuss the results. Begin with the strengths of their performance and then highlight areas you'd like to see them improve upon over the coming weeks. Please have the student sign below once you have discussed your expectations and how you'll assess their performance and improvement over the coming weeks.</i>					
I confirm that I discussed the contents of this assessment with my Supervisor. I understand that any disagreements I might have with this assessment should be discussed with the Program Coordinator as soon as possible.					
Student Signature:					DATE:
APPROVALS					
On-Site Supervisor Signature:					DATE:
Program Coordinator Signature:					DATE:

# PRACTICUM FINAL ASSESSMENT ON-SITE SUPERVISOR RECOMMENDATION

STUDENT INFORMATION					
Name of Student:					
Name of On-Site Supervisor:					
Name of Organization:					
ON SITE SUPERVISOR FINAL ASSESSMENT					
<i>To be completed by the On-Site Supervisor and sent to the Program Coordinator by</i>					DATE:
Main tasks completed:					
Observation of strengths of student's performance:					
Did the student improve in the areas outlined in the <i>Mid-Term Assessment</i> ?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain:		
Describe a major contribution the student made to your organization through the Practicum:					
Select overall quality of Practicum performance:	Exceptional work <input type="checkbox"/>	Exceeds expectations <input type="checkbox"/>	Meets expectations <input type="checkbox"/>	Not meeting expectations <input type="checkbox"/>	Failing to complete <input type="checkbox"/>
Would you recommend this student for work in a related area?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain:
Would you consider working with this student again?			YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain:
Other comments: (Include details you'd like the Program Director to use for evaluating student performance)					
APPROVALS					
On-Site Supervisor Signature:					DATE:
Program Coordinator Signature:					DATE:

**Please submit this completed form to the Program Coordinator at the Simone de Beauvoir Institute, who will forward it to the Practicum Director: [marlihan.lopez@concordia.ca](mailto:marlihan.lopez@concordia.ca)**