

Practicum/Placement Package 2024-2025

Recreation & Leisure Services (including Fast-Track)

This package provides information pertaining to students who are or will enroll in a required Practicum or Placement course in the 2024-2025 academic year. Carefully review this package to ensure you are aware of your responsibilities to participate in practicum/placement.

PREPARING FOR PRACTICUM/PLACEMENT

Follow these steps to get ready for your practicum or placement:

1. **Read this package in its entirety.** Be sure you understand your responsibilities. If you have any questions, [contact the Placement Office](#).
2. **Obtain your Non-Academic Requirements.** See the requirements list below.
3. **Determine if you will complete your practicum/placement with an agency based in North Bay or the immediate area, or if you will complete your practicum/placement with an agency outside of the North Bay district.** Follow the instructions below based on this determination.
4. **Submit your Non-Academic Requirements** as soon as they are ready once your practicum/placement iLearn course shell becomes available on the first day of classes.
5. **Submit your REC Student Practicum/Placement Request Form** per instructions based on where you will complete your practicum/placement.
6. **Watch for confirmation from you the Placement Coordinator via email advising that you may proceed to make contact to arrange for your first day of practicum/placement.**
7. **Contact your practicum/placement host with an introductory email as per instructions provided by faculty in your iLearn course shell.**
8. **Follow any instructions provided by your host agency in preparation for your first day of practicum/placement.** This can include showing compliance for additional non-academic requirements (e.g., proof of immunizations), participating in an interview, completing orientation/onboarding training, etc.
9. **Start your practicum/placement hours.** Follow the schedule provided to you by your host.

NON-ACADEMIC REQUIREMENTS

Non-academic requirements are medical and non-medical requirements needed for students to be cleared to attend practicum or placement. To be approved to start your placement/practicum, you will be required to submit your non-academic requirements to your Placement Coordinator via your iLearn course shell.

Visit the [Placement webpage](#) for more information about non-academic requirements including how to obtain requirements.

NON-ACADEMIC REQUIREMENTS <i>These requirements must be valid on the first day of any practicum/placement you commence.</i>	COMPLETED?
Upload to applicable iLearn Dropbox:	
<p>Police Vulnerable Sector Check (VSC) Your local police department can provide a VSC. Valid for 6 months from the date of search. Some Police services require a letter from the College or an “agency code.” If this pertains to you, go to the Placement webpage and review information on how to obtain non-academic requirements. *Recommendation: Request your VSC ~3 months in advance.</p> <p>VSC Exemption Request & Declaration: If you are completing a practicum/placement with an agency that does not require you to submit a VSC, you can submit a VSC Exemption Request & Declaration Form in lieu of a valid VSC to the iLearn dropbox. This form will be made available for download from your iLearn course shell at the start of the relevant semester. <i>If you are not sure whether or not you will require a valid VSC, you are strongly encouraged to obtain a VSC to avoid delays in completing your required hours.</i></p>	
Upload to applicable iLearn Dropbox:	
<p>Worker Health & Safety Awareness Training in Four Steps Certificate No Expiry. Must be submitted for each practicum/placement course in which you are enrolled. E.g., If you will complete a practicum and a placement, you must submit your proof of completion to both your practicum course shell and your placement course shell once available. You do not need to complete this training a second time.</p> <p>*No Exemptions</p>	
Upload to applicable iLearn Dropbox:	
<p>Workplace Insurance for Unpaid Student Placement Declaration of Understanding Ministry of Training, Colleges & Universities workplace insurance coverage explanation; student signature required. No Expiry. Must be submitted for each practicum/placement course in which you are enrolled. E.g., If you will complete a practicum and a placement, you must submit your proof of completion to both your practicum course shell and your placement course shell once available.</p> <p>*No Exemptions</p>	

[Contact your Placement Coordinator](#) if you have any questions or concerns.

If you fail to achieve clearance by the FINAL deadline (see below), you will receive an email from the Placement Office advising that you have failed to meet your non-academic requirements. As such, you will not be able to proceed with practicum/placement and you will have to wait for the next offering to register again. This is likely to cause delays in your progression in the program and is likely to result in additional fees.

PRACTICUM/PLACEMENT LOCATION

Determine whether you will complete your placement in the North Bay district (including the immediate surrounding area) or out of district. Read the instructions below based on this determination.

Practicum/Placement in North Bay district:

If you wish to complete your practicum or placement in North Bay or immediate surrounding area (including Sundridge, South River, Trout Creek, Powassan, Astorville, Callander, Nipissing Village, Corbiel, Bonfield, Rutherglen, Mattawa, Hornell Heights, Redbridge, Nipissing First Nation, Sturgeon Falls), you must submit your top three choices for practicum/placement to the Placement Coordinator by completing the *REC Local Placement Application Form* and submitting to the appropriate iLearn dropbox. The Application Form can be downloaded from your course shell once access has been opened on the first day of the course.

The Placement Coordinator will review and assign you a host agency in consideration of your top three choices. **Students shall not solicit practicums/placements from community agencies.** Contact the Placement Coordinator if you have any questions.

You will receive your practicum/placement host assignment via email from the Placement Coordinator once your non-academic requirements are met and based on the timeline information further below. Once you receive your host assignment, you must complete the *REC Student Practicum/Placement Request Form* (link will be posted in your iLearn course shell), at which time you will identify your learning goals. You will receive information from your faculty on selecting learning goals for practicum/placement during class once the course begins.

You will not be permitted to commence hours until explicitly advised by the Placement Coordinator. If you start hours prior to approval, they will not count towards your required log.

Practicum/Placement Out of District:

If you wish to complete your practicum or placement outside of the North Bay district, you are responsible for locating and securing a placement host agency. Follow these best practices when reaching out to prospective host agencies:

- Research the agency. Know about the mission, operations, and why you think completing your practicum/placement with them will be value-adding for them and you.
- Identify the point of contact. Some agencies post on their website information for students seeking placement.
- Know what you are asking for. Practicum is a 100-hour experience completed anytime outside of your class schedule. Placement is a 245-hour experience and usually completed over the last 8 weeks of the semester (including reading week). Your obligation is to log the minimum hours during your available time. You can start earlier if approved, but you must not miss scheduled classes to complete your hours.
- Know what goals you have for your experience and inquire about whether they can be supported.

- Share the *Practicum/Placement Supervisor Information Sheet* (available within your course shell) with the prospective host agency. This provides them with more information to make an informed decision regarding hosting a student.
- Be polite and appreciative. Thank them for considering your request.
- Be patient. Agencies may need time to consider whether they can accommodate your request. If more than one week has passed, consider following up. Do not follow up more than once per week unless you are asked to do so.
- Thank them for considering your request if you are denied. You may find yourself seeking employment with the agency in the future and thus should leave a positive impression.

Once you secure a host, you must complete the *REC Student Practicum/Placement Request Form* (link will be posted in your iLearn course shell), at which time you will identify your learning outcomes. You will receive an orientation from your faculty on selecting learning outcomes for practicum/placement during class once the course begins.

You will not be permitted to commence hours until explicitly advised by the Placement Coordinator via email. If you start hours prior to approval, they will not count towards your required log.

PAID VS UNPAID PRACTICUM/PLACEMENT

If you are assigned to an agency in North Bay or the immediate area, your practicum/placement will be unpaid. If you are employed locally and wish for your local practicum/placement to be paid, contact the Placement Coordinator for special consideration. You will indicate whether the experience will be paid or unpaid in your *REC Student Practicum/Placement Request Form* submission after discussing with the Placement Coordinator.

If you are securing your own placement host out of district and are NOT currently employed at the agency where you wish to complete your hours, your practicum/placement will be unpaid. You shall NOT inquire about whether the experience will be paid or unpaid. If the host agency offers to pay you for your hours, contact the Placement Office for special consideration. You will indicate whether the experience will be paid or unpaid in your *REC Student Practicum/Placement Request Form* submission after discussing with the Placement Coordinator.

If you are securing your own placement host out of district and are currently employed at the agency where you wish to complete your hours, you can inquire with your employer whether they will support a paid practicum/placement. You will indicate whether the experience will be paid or unpaid in your *REC Student Practicum/Placement Request Form* submission.

DEADLINES

The Placement Coordinator will review your status based on the following deadlines:

Fall 2024 Practicum (Regular Stream):

September 13, 2024 – Early Deadline #1
September 27, 2024 – Early Deadline #2
October 18, 2024 – FINAL DEADLINE

Winter 2025 Placement (Regular Stream) & Practicum (Fast-Track):

January 17, 2025 – Early Deadline #1
January 31, 2025 – Early Deadline #2
February 21, 2025 – FINAL DEADLINE

Early Deadline #1 = Students who complete their requirements by this date will be processed first.

Early Deadline #2 = Students who complete their requirements by this date will be processed second.

Final Deadline = Students who complete their requirements by this date will be processed last. Submissions after this deadline will not be processed except under extenuating circumstances. **After the final deadline, you will not be able to proceed with practicum/placement and you will have to wait for the next offering to register again. This is likely to cause delays in your progression in the program and is likely to result in additional fees.**

CONTACTS

For matters pertaining to your non-academic requirements or practicum/placement assignment, contact your Placement Coordinator.

For program or academic questions, contact your Program Coordinator.

Placement Coordinator: [Placement Contact - Canadore College](#)

RLS Program Coordinator: [Contact - Recreation and Leisure Services - Canadore College](#)