

Practicum Seminar Proposal

Graduate Program in Education

Updated: May 26, 2017

Course Description: EDUC 5915 (3.00 credits)

The Practicum Seminar provides graduate students in Education with the opportunity to gain workplace-based experiences to develop focused knowledge that links teaching to issues in Language, Culture and Teaching within higher education settings. These Practicum Seminars are subject to the availability of faculty members and the approval of the Graduate Program Director.

Expanded Course Description

The Graduate Program in Education allows for three types of Negotiated Studies Courses: (a) Independent Reading (b) Practicum Seminar, and (c) Student Initiated Collaborative Inquiry (SICI). The Practicum Seminar is a special instance of a Directed Readings or SICI course. The Practicum Seminar not only can be used as the basis of linking teaching assignments at the university level to issues in language, culture and teaching but it may involve opportunities such as conducting field-based research focused on language, culture and teaching within the graduate teaching assignment. The Practicum Seminar may also include having the graduate teaching assignment observed and commented upon by the faculty member who has agreed to offer the course. Like the Directed Readings and the SICIs, the Practicum Seminar requires a written proposal (see guidelines).

Faculty Resources

All tenure-stream faculty members in the Graduate Program in Education.

Evaluation

To be negotiated between students and faculty member(s).

Bibliography

Given the nature of the course, a bibliography will be presented with the proposal for the Practicum Seminar (see guidelines).

Guidelines for the Preparation of a Practicum Seminar Course Proposal

A proposal for a Practicum Seminar Course contains the following components:

- **A Practicum Seminar Course Proposal Form Cover Sheet.** This form requires the signature of the student(s) and the approval of the Course Director and Graduate Program Director BEFORE the Practicum Seminar Course can begin. Please note that approval is not automatic and the Graduate Program Director may request clarification of the Practicum Seminar Course before granting its approval. **Proposals must be typed.**
- **The provision of a specific title for the course indicating the focal area of interest**
 - This is simply the name of the course. Please note that it is not sufficient to name the course as Practicum Seminar. **The title should not have more than 40 characters, including spaces.**
- **A description of the topic of the course.** This description should situate the course within a theoretical/conceptual framework and should indicate the specific areas that will be emphasized. Practicum Seminar Courses must not overlap with courses offered within the current academic year and must link the graduate teaching assignment to issues in language, culture and teaching.
- **A rationale for proposing the course.** A rationale should incorporate:
 - A discussion of the place of the Practicum Seminar Course in the student's overall graduate program
 - An indication of whether or not the proposed course is available in current offerings in the Faculty of Graduate Studies
 - A statement outlining why this topic is a special interest of the student
 - A discussion of any related research work the student has undertaken in this area
- **A preliminary bibliography.** This bibliography should be linked closely with the title and description of the course. For the purposes of the proposal, it is considered a preliminary reading list and not the entire listing of the resources the student will use in pursuit of the directed reading; however, it is expected that the bibliography will reflect substantive theoretical concerns addressed in the course description. Photocopies of bibliographies from other sources will not be accepted.
- **A statement detailing arrangements for the course.** In this statement the following should be specified: frequency of meetings and the duration of meetings with the faculty member involved.
- **A statement outlining the work required for the course.** In this statement the following should be specified: the regular expectations for the course (independent of assignments) and the assignments for the course. Regular expectations for the course would include meetings with the course director, readings and so on. Since attendance at these meetings is part of the regular expectation of the course, it is anticipated that attendance should not be allotted a grade weighting. The substance of the course assignments should be described. For example, one assignment might be an individual paper.
- **A statement indicating the relative weighting for each of the assignments**

Required Steps Checklist:

- Complete the Practicum Seminar Proposal Form and obtain signed permission from the Course Director

Part A: Criminal Record Check

- If you are going to be working with minors, in a Community Centre, with the elderly or others who are considered (by law) as vulnerable, obtain [Criminal Record Check](#) with [Vulnerable Sector Screening](#) (VSS).
 - If you **live in Toronto**, obtain appropriate application form for the Toronto Police Services from 108 Winters College (Practicum Office). Please note that you will need to show student ID and the completed signed Practicum Seminar Proposal Form in order to receive this application.
 - If you **live outside of Toronto**, visit your local Police Station in order to apply for a Criminal Record Check with Vulnerable Sector Screening.
 - Please note that obtaining documentation from Police Services may take several weeks to receive.
 - Please also note there is a fee required, payable to the Police Services.
 - When you have the completed Criminal Record Check with Vulnerable Sector Screening (VSS) from the Police you are legally able to enter your placement. You may not begin the placement until you have this original document in place.

Part B: Insurance Coverage

- The Community Practicum Coordinator will need to provide an Agreement for Practicum Experience. This will need to be signed by the student's placement hosting company/organization, and provided to the Graduate Program Office. Please note that the placement for the purpose of this credit is unpaid.
- The Community Practicum Coordinator will need to determine the type of workplace insurance that will be used to cover your workplace-based experience. Please email communitypracticum@edu.yorku.ca with all practicum information: (placement location, supervisor(s) name(s), address, phone number and email).
 - If your placement is off-campus and you are in a degree program and do *not* receive payment, you will be covered by WSIB. Your placement supervisor will need to complete the Community Partner WSIB Declaration (provided by the Community Practicum Coordinator). You will need to complete and sign the [WSIB Student Declaration](#).
 - If your placement is on campus, and/or if you are in a stand-alone Graduate Diploma program and you do *not* receive payment, you will be covered by York University's insurance; please complete and sign the Insurance Student Declaration Form (provided by the Community Practicum Coordinator).
- All students must complete the required [Health & Safety training](#) on their **first day of the placement**.
- On the first day of placement, complete the required [Health & Safety checklist](#) and tasks that are outlined with your supervisor. Obtain appropriate signatures and return the completed form to gradprogram@edu.yorku.ca (Graduate Program Office in Education).

Part C: Submit Documentation

- Once you have your completed signed Practicum Seminar Proposal Form, and all items on the checklist above, you need to submit them together as one package to the Graduate Program Office in Education gradprogram@edu.yorku.ca. All documentation will be kept in your student file. Your Criminal Record Check with Vulnerable Sector Screening (VSS) from the Police department will be copied and the original will be returned to you; keep this original document on your person each time you are at your practicum placement.

Part D: In Case of an Accident

While you are at your practicum placement, if you are involved in an accident, **you must** complete the accident reporting processes within 24 hours. Complete the following steps ASAP (**same day**):

- Inform your placement supervisor right away.
- Deal with the injury and get treatment. If you require medical treatment, tell the healthcare professional that it is a workplace injury.
- Inform the Community Practicum Coordinator communitypracticum@edu.yorku.ca within 24 hours.
- Complete the following forms: A. [Incident Report](#) B. [Insurance Claim](#) C. [Employer's Report](#), then scan and email to communitypracticum@edu.yorku.ca within 24 hours.

Deadlines

Graduate students are urged to plan well in advance of participating in a placement. The application should be submitted WELL BEFORE the drop and add period for the semester during which the Practicum Seminar Course is to be undertaken.

