

# Practicum Seminar Proposal

Graduate Program in Education

Updated: September 22, 2016

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## 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 Graduate Program in Education faculty

## 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

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

### Part A: Criminal Record Check

- 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.
- Submit completed signed Practicum Seminar Proposal Form to the Graduate Program Office in Education for Graduate Program Director signature. This completed form will be kept in your file.
- When you receive the Criminal Record Check with Vulnerable Sector Screening (VSS) from the Police, bring the original copy to the Graduate Program Office in Education. A copy will be made and kept in your file. The original will be returned to you.
- When you have the completed Criminal Record Check with Vulnerable Sector Screening (VSS) from the Police you are legally able to enter your placement.

### Part B: Insurance Coverage

- Bring the completed Practicum Seminar Proposal Form to the Practicum Coordinator in order to determine the type of workplace insurance that will be used to cover your workplace-based experience.
- Obtain the correct insurance forms and instructions from the Practicum Coordinator.

- Complete the required Health & Safety training: <http://mtrr.blog.yorku.ca/practicum-resources/healthsafety-requirements/>
- On the first day of placement, complete the required Health & Safety checklist and tasks with your supervisor. Obtain appropriate signatures and return to 282 Winters College (Graduate program Office in Education).
- Track hours that are worked for the duration of the placement (see form attached).
- At the end of the placement, submit Hours Tracking Sheet to the Graduate program Office in Education. This information is required for insurance coverage.

**Part C: In Case of an Accident**

- While you are at your practicum placement, if are involved in an accident, ***you must*** complete the accident reporting processes within 24 hours.

**Deadlines**

Graduate students are urged to plan well. If a student is requesting to undertake a Practicum Seminar Course, 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. Because Practicum Seminar courses are like any other courses that are offered, faculty and students should ensure that proposals are submitted in a timely manner so that they can be reviewed by the Graduate Executive Committee, and, if necessary, any issues needing clarification in the proposal are addressed.

**Practicum Seminar Proposal Form**  
 Graduate Program in Education  
**PRACTICUM SEMINAR PROPOSAL: EDUC 5915 (3.00)**

**General Information:**

Date of Submission	
Student Name:	
Student Number:	
Proposed date to begin Practicum Seminar	
Title of Practicum Seminar	
Course Director Name	

**Placement Information:**

Placement/Company Name			
Placement/Company Address			
City		Province	
Postal Code		Phone Number	
Supervisor Name			
Supervisor Title			
Supervisor Direct Phone Number			
Supervisor Email			
Placement Start Date			
Placement End Date			
Hours of work each day (e.g., 9 am – 5 pm)	From:	To:	
Practicum Workplace Title			
Will student be paid by employer? (includes honorarium, salary and/or gifts)		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the work take place on the York University Campus?		Yes <input type="checkbox"/>	No <input type="checkbox"/>
Will the work in the Practicum Placement involve youth, the elderly or other vulnerable individuals?		Yes <input type="checkbox"/>	No <input type="checkbox"/>

**Agreement:**

I agree to complete all of the required processes prior to entering my practicum placement, and to abide by both York University's policies and procedures, the workplace's policies and procedures and all laws.

Student Name	Student Signature	Date

I approve this proposal and agree to supervise the workplace-based course, as outlined.

Course Director Name	Course Director Signature	Date

I approve this proposal and agree to supervise this practicum placement as outlined.

Placement Supervisor Name	Placement Supervisor Signature	Date

Graduate Program Director Name	Graduate Program Director Signature	Date