

# Undergraduate Practicum Guidelines and Forms

**For students, staff and faculty\***

Interdisciplinary Studies in Sexuality Program  
Simone de Beauvoir Institute  
Concordia University

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**\*Note:** Please see the document for Organizations for version to be sent to the On-Site Supervisor and/or Practicum-Hosting Organizations

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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 (hereafter referred to as Program 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.

## The Difference Between the Practicum and an Internship

A Practicum is a field experience that allows students to observe, document, and participate in a professional workplace. Tasks performed through the Practicum are not considered normal work duties for the organization hosting the student. The Practicum course in the Major in Interdisciplinary Studies in Sexuality is 100hrs and unpaid. All duties performed beyond 100hrs should be re-configured as work-experience, such as through an internship. Internships should normally be paid through funds (if available) provided by the organization, the university, a grant or award, or other funding secured by the student.

As compared to a Practicum, an internship takes on the characteristics of a real job focusing on independent application of the skills and knowledge in a workplace setting. Students are placed with on-site professionals and/or a supervisor who manages their workload and oversees their performance, in a fashion that is similar to an actual employment setting. Part of the supervisory role is to mentor students in the workplace and ensure that students develop skills that are complementary to their field of study. Internships are usually paid and a minimum of 420 hours.

**Note:** This document outlines the guidelines for the completion of the course SSDB 426: Practicum, not student internships.

## Responsibility for the Practicum

The Program Coordinator works with the Practicum Director under the authority of the SdBI Principal to develop, assign, and oversee the Practicum placement. Final assessment for Practicum is made by the Practicum Director.

The Program Coordinator is responsible for finding Practicum opportunities for sexuality major students, for coordinating the Practicum placements, and for revising the list of available Practicum opportunities for the following year.

For a Practicum, the student initiates a meeting with the Program Coordinator to review the Practicum opportunities, or, in the exceptional case when a student has a Practicum opportunity, they can discuss the possibility of developing their own Practicum with the Program Coordinator.

## 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 Program 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 Placement Opportunities

The Program Coordinator initiates and develops relationships with community groups and organizations likely to offer placement opportunities so that a comprehensive list of such opportunities is available in advance of the semester students register for their Practicum course. As much as possible, the list of available Practicum opportunities will include a variety of Practicum types (e.g. research, educational intervention, event planning, advocacy and social empowerment, project development, media and communications) so that students are able to find a Practicum fitting their academic needs and interests. Similarly, the list of available Practicum sites (e.g. public and private organizations, NGOs) is varied and likely to match the diversity of the students' academic needs and interests. Criteria for the choice of potential Practicum sites will be established by the Program Coordinator.

# Practicum Protocol

Follow these steps to register and set up a placement for your Practicum:

1. **Pre-Practicum Survey:** In the semester prior to enrolling in SSDB 426: *Practicum*, students will complete the Pre-Practicum Survey and bring the completed form to their meeting with the Program Coordinator, who will review Practicum opportunities and develop recommendations for potential Practicum projects for the student to apply to.
2. **Registration for the Practicum:** After meeting with the Program Coordinator, students can request permission to register for SSDB 426: *Practicum* on the SIS system in the term they will complete their Practicum (i.e. if your Practicum spans two semesters, register in the semester you will complete the placement).
3. **Selection of Placement:** Students can select from a list of available opportunities identified by the Program Coordinator or the student can generate their own opportunity:
  - a. *Program Coordinator's list of opportunities:* the student meets with the Program Coordinator to discuss and identify available Practicum opportunities. Note that the Program Coordinator never guarantees a Practicum opportunity with a particular organization. It is ultimately up to the organization to decide whether or not the student is right for the placement and some organizations ask to interview students prior to accepting the placement.
  - b. *Student-generated opportunity:* when a student wishes to develop a project/Practicum other than the ones suggested by the Program Coordinator, they organize a meeting with the Program Coordinator to discuss their ideas and receive guidance as to the document they need to produce for approval of their Practicum. Self-generated projects can count as a Practicum provided that they have some pertinence to the issues surrounding sexuality, are linked to a sponsoring organization and supervisor, and constitute some kind of engagement with the wider community.
4. **Complete & Submit the Practicum Agreement Form & CNESST Form:** the student is responsible for organizing the pre-Practicum meetings to complete the relevant forms and get the required signatures with their on-site supervisor. The signed Practicum Agreement Form and CNESST Form should be submitted to the Program Coordinator for final approval.
5. **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. Where possible, these specific requirements will be indicated on the list of Practicum opportunities and the Program Coordinator will inform the student. Organizations requiring additional training should include this in the Practicum Agreement Form.
6. **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.

7. **Timesheets, Progress Reports and Supervision:** Students are responsible for ensuring the following forms are completed, signed, and submitted to the Program Coordinator and/or Program Director.
  - 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 (with supervisor):* 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. *Mid-Term Student Self-Assessment:* The student must also complete the mid-term self-assessment form once they have completed approx. 50 hours of their placement. The form asks students to reflect on their experiences in practicum to date, and identify areas to focus on. Students self-assess their performance by assigning their own letter grade and submit this to the Practicum Director for evaluation and grading.
  - d. *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.
8. **Final steps:** at the end of the Practicum, the student will be asked to hand in a number of items:
  - a. Within 7 calendar days of completing the Practicum, the student must ensure that the On-Site Supervisor has signed all Practicum Time Sheets.
  - b. Within 7 calendar days of completing the Practicum, the student must ensure that the On-Site Supervisor completes the Final Evaluation and sends this to the Program Coordinator.
  - c. Within 10 calendar days of completing the Practicum, the student must finalize and submit the signed Practicum Time Sheets and schedule an appointment with the Practicum Director for the Final Report (see guidelines in Appendix).

The Practicum Director assesses the received documents and final report, as well as recommendations from the Program Coordinator, and then enters the final grade for the Practicum into the SIS system and provides written feedback to the student using the Practicum Final Report Rubric.

## 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 (see guidelines in the Appendix)

## 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: Student Checklist

# PRACTICUM STUDENT CHECKLIST

COMPLETE PRIOR TO PRACTICUM SEMESTER	
STEP 1	<input type="checkbox"/> Complete Pre-Practicum Survey (submitted to the Program Coordinator)
	<input type="checkbox"/> Schedule meeting with Program Coordinator <span style="float: right;">DATE:</span>
	<input type="checkbox"/> Register for SSDB 426 on SIS for the semester you'll complete the Practicum
	Select potential placements from Practicum opportunities or <input type="checkbox"/> Submit your student-generated opportunity to the Program Coordinator and introduce your potential On-Site Supervisor to the Program Coordinator
	Complete <i>Practicum Agreement Form</i> with On-Site Supervisor <input type="checkbox"/> <input type="checkbox"/> signed by On-Site Supervisor <input type="checkbox"/> submitted to the Program Coordinator, min. 7 days prior to add/drop deadline (ideally to be completed semester prior to Practicum)
COMPLETE DURING THE PRACTICUM	
STEP 2	<input type="checkbox"/> Complete pre-Practicum training with the Program Coordinator and Program Director
	<input type="checkbox"/> Fill out weekly <i>Timesheets</i> <input type="checkbox"/> Signed by On-Site Supervisor
	<input type="checkbox"/> Schedule Mid-Term Assessment <span style="float: right;">DATE:</span> <input type="checkbox"/> Signed by On-Site Supervisor
	<input type="checkbox"/> Complete Mid-Term Self-Assessment and submit to the Program Director
COMPLETE AT THE END OF PRACTICUM	
STEP 3	<input type="checkbox"/> Ensure On-Site Supervisor submits <i>Final Evaluation</i> directly to the Program Coordinator <span style="float: right;">DATE:</span> (Deadline: 7 days after end of Practicum)
	<input type="checkbox"/> Ensure all <i>Timesheets</i> are signed by your On-Site Supervisor <span style="float: right;">DATE:</span> (Deadline: 7 days after end of Practicum)
	<input type="checkbox"/> Submit <i>signed Timesheets</i> to the Practicum Director, with a copy submitted to the Program Coordinator <span style="float: right;">DATE:</span> (Deadline: 10 days after end of Practicum)
	<input type="checkbox"/> Scheduled meeting for Final Report with the Practicum Director <span style="float: right;">DATE:</span> (Deadline: 7 days after the end of Practicum or by the start of the exam period, whichever is first).

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>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.</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: Mid-Term Student Self-Assessment

Form to be completed by the student once they have completed approx. 50 hours and submitted to the Program Director within 7 days.

# MID-TERM STUDENT SELF-ASSESSMET

STUDENT INFORMATION					
Name of Student:					
Name of On-Site Supervisor:					
Name of Organization:					
STUDENT SELF ASSESSMENT					
<i>Complete the following sections by reflecting on your experience to date.</i>					
Is your Practicum placement going as planned?	YES <input type="checkbox"/>	NO <input type="checkbox"/>	Explain:		
How would you describe your experience to date?					
What is the most meaningful part of the experience so far?					
What contributions do you find yourself making?					
Rate how you're doing with your Practicum to date.	Very proud of my work <input type="checkbox"/>	I'm doing well with this placement <input type="checkbox"/>	I'm doing alright, but could improve <input type="checkbox"/>	I don't find myself doing a good job <input type="checkbox"/>	I haven't been keeping up with my placement <input type="checkbox"/>
What is one thing you'd like to improve on for the remaining of your placement?					
Have you faced any problems with your placement that you'd like to share?	NO <input type="checkbox"/>	YES <input type="checkbox"/>	Explain:		
Anything else you'd like to share?					
What letter-grade would you give yourself based on what you've outlined above? Explain why.					
SECTION TO BE COMPLETED BY THE PROGRAM DIRECTOR					
Program Director Feedback					Grade: /10

## Appendix: Guidelines for Practicum Final Report

Each student must schedule a meeting for the Final Report with the Practicum Director within 7 days of completing their Practicum or by the start of the exam period, whichever comes first.

**Format:** Oral Report (1hr meeting with prepared notes) OR 10-pages double-spaced pages. Written texts will adhere to basic manuscript rules (the APA, MLA or other standard style is suggested) and be free of grammatical, spelling, and formatting errors.

**Submission:** The Final Report should be scheduled or submitted with the Practicum Director within 7 days of completing the Practicum or by the start of the exam period, whichever comes first. All signed Timesheets should be submitted at the same time as the Final Report.

**Note:** Final Reports are confidential and not shared with the Practicum organization or On-Site Supervisor. Host organizations can request their own Final Reports, which should be included in the 100 hours of tasks and listed in the Practicum Agreement Form.

**Objective:** To provide students an opportunity to reflect on the work of developing projects and working within an organization.

**Instructions:** In the Final Report, you are expected to reflect on the larger significance of your Practicum experience, connecting on-site learning with your learning in sexuality through coursework and other learning opportunities. The Final Report should be a self-reflection rather than an assessment of the organization itself. You should reflect on your own role in relation to the Practicum project, the outcomes, the experience, and the relationships built through the project across the start of your Practicum, throughout your placement, and at the conclusion of your project. You can express your point of view, but this should be connected to your overall learning in the sexuality major. Your Final Report should connect to concepts, theories, texts, and methods that you engaged with throughout your courses in Interdisciplinary Studies in Sexuality. This means you are expected to cite and engaged with readings completed in previous course work in your Final Report, including discussing courses, readings, scholars, etc. that helped prepare you for Practicum and informed the work you did during this placement.

The format of the final report may be discussed and negotiated with the Practicum Director, however, as much as possible, the Practicum Final Report should include the following parts and take into account the following guidelines:

1. **Acknowledgements:** Who supported your work and placement?
2. **Introduction:** (1/2 page or approx. 5min)
  - a. Why did you choose this Practicum in particular, why this site?
  - b. What were your learning objectives for the Practicum?
  - c. Provide a quick overview of what you'll discuss in the Final Report
3. **Report:** (8 pages or approx. 40min)

*Use the following prompts as guidelines. You are not required to answer every single prompt; however, you may find it easier to complete the Final Report using these headings.*

  - a. Throughout your Report, make links between the Practicum and the courses taken as

- part of their sexuality major:
- i. What learnings (concepts, theories, methods, thematic knowledge related to sexuality, etc.) from your courses were helpful for the Practicum activities?
  - ii. Cite relevant and related scholarly texts from other courses taken in sexuality. This section should develop a substantial engagement with the scholarly field of sexuality studies.
  - iii. Ensure you cite using author-date and page numbers (a list of your citations may be requested in an oral report).
- b. Description of the Practicum location:
- i. Describe the organization you worked with for your practicum, what kind of organization is this, what communities does it serve?
  - ii. Is the organization by-and-for the community it serves, or is it an organization that provides services to a targeted community?
- c. Description of the project carried out during the Practicum:
- i. Discuss whether the project you worked on was part of a larger mission at the organization, or was it a project that built something different or new?
  - ii. Was this project something that filled a need at the organization, or was it supplemental and complementary to the work already going on at that organization?
  - iii. Did you develop and propose this project, or was it led by the organization?
  - iv. Explain the project and your role in it.
    1. Explain the pace and schedule of your Practicum.
    2. Is this project finite (i.e. it will end when you finish your Practicum) or is it an ongoing project (i.e. that will continue once you are no longer in Practicum)?
      - a. If the latter, what was your role in this work compared to the work that will continue?
- d. Assessment of the activities completed:
- i. Discuss the activities and work you completed as part of your Practicum?
  - ii. Describe your role and the roles of the people you worked with in completing these activities.
  - iii. Reflect on what worked and didn't work for your role in completing these activities.
  - iv. What was accomplished through your Practicum project and how significant was the impact of this project on the organization?
  - v. Discuss the possible barriers, challenges, or limitations that may have emerged in your Practicum, tie these into a larger reflection on systemic conditions that may have influenced the barriers/challenges/limitations.
- e. Assessment of impact on student:
- i. How successful was the Practicum in helping you relate to your academic interests and your understanding of sexuality?
  - ii. To what extent did the Practicum contribute to your development of your sense of self as a professional?
  - iii. What skills (i.e., intellectual, theoretical, thematic, research, personal, social, and citizenship skills) did you have the opportunity to develop through the Practicum?
- f. Assessment of impact of Practicum on the site/organization:
- i. Reflect on whether your Practicum project was part of the core

- programming/infrastructure for this organization, or whether it developed a supplemental and complementary project.
- ii. Discuss what direct or indirect effects your Practicum project and activities had on the communities serviced by, or accessing, the organization/Practicum site.
- g. Reflection on your relationship with the organization and On-Site Supervisor:
- i. Discuss how you built your relationship with your On-Site Supervisor from the start to end of your Practicum.
    1. Did you receive any specific training or orientation to the organization?
    2. Were there other people who helped situate you within the organization and the Practicum project?
  - ii. How did you and your On-Site Supervisor negotiate your role at the organization?
    1. Were there boundaries or specific guidelines that you were asked to follow?
    2. Reflect on how you expressed your own needs, feelings, interests regarding your Practicum with your On-Site Supervisor.
  - iii. How closely did you work with your On-Site Supervisor?
    1. Was your project more autonomous and independent, or integrated into the work your On-Site Supervisor is responsible for at the organization?
  - iv. Discuss what worked well and what challenges you may have faced in building a positive relationship with your On-Site Supervisor.
    1. Would you consider returning to this organization for future work, collaboration, or employment?
    2. Is this supervisor someone you would turn to for letters of recommendation or a reference?
4. **Conclusions:** (1/2 page or approx. 5min)
- a. Summarize your Practicum experience in a sentence.
  - b. Offer an overarching conclusion on the Practicum project and experience.
  - c. Are there next steps for you or the organization?
  - d. What is your overall perspective on the impact of the Practicum in your undergraduate experience and in your professional training?
5. **List of References** (Provide a list of references to scholarly sources discussed in your Final Report)
6. **Appendices** (signed Practicum Time Sheets)

## 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 Practicum 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)**

# PRACTICUM FINAL ASSESSMENT RUBRIC FOR FINAL GRADE

STUDENT INFORMATION	
Name of Student:	
Name of On-Site Supervisor:	
Name of Organization:	
PRACTICUM FINAL GRADE	
FINAL GRADE	/100
Comments:	

EVALUATION OF TIMESHEETS 10%			
A+	10	Completed 100% of total hours	Comments:
A	9	Completed 90-99% of total hours	
A-	8	Completed 85-89% of total hours	
B	7	Completed 75-84% of the total hours	
C	6	Completed 65-74% of total hours	
D	5	Completed 50-64% of total hours	
F	0	Completed less than 50% of total hours	
			Grade: /10

EVALUATION OF ON SITE SUPERVISOR MID TERM ASSESSMENT 10%			
A+	10	Exceptional and Outstanding Work	Comments:
A	9	Excellent and Beyond Expectations	
A-	8	Exceeded Expectations	
B	7	Met Expectations	
C	6	Not Meeting Expectations	
D	5	Risk of Failing to Meet Expectations	
F	0	Failing to Complete Practicum	
			Grade: /10

EVALUATION OF ON SITE SUPERVISOR FINAL ASSESSMENT 20%			
A+	19-20	Exceptional and Outstanding Work	Comments:
A	17-18	Excellent and Beyond Expectations	
A-	16	Exceeded Expectations	
B-B+	14-15	Met Expectations Well	
C-C+	12-13	Did Not Meet Expectations	
D-D+	10-11	Mostly Failed to Meet Expectations	
F	0	Failed to Complete Practicum	Grade: /20

EVALUATION OF STUDENT MID TERM SELF ASSESSMENT 10%			
A+	10	Exceptional and Outstanding Work	Comments:
A	9	Excellent and Beyond Expectations	
A-	8	Exceeded Expectations	
B	7	Met Expectations	
C	6	Did Not Meet Expectations	
D	5	Mostly Failed to Meet Expectations	
F	0	Failed to Complete Practicum	Grade: /10

<b>FINAL REPORT EVALUATION 50%</b>	
<p><b>PREPARATION (10%)</b></p> <p><input type="checkbox"/> Report was well prepared, with notes that the student followed to ensure all points were covered.</p> <p><input type="checkbox"/> Report was clear and easy to understand.</p> <p><input type="checkbox"/> It was clear what project(s), impact(s), and role(s) the student engaged in during the placement.</p>	/10
<p><b>REFERENCES &amp; CITATIONAL PRACTICES (10%)</b></p> <p><input type="checkbox"/> Used appropriate texts, authors, and readings from previous course work to support the discussion and analysis of the paper.</p> <p><input type="checkbox"/> Accurately cited the authors using both direct quotes and paraphrasing.</p> <p><input type="checkbox"/> Bibliographic references were complete and consistent.</p> <p><input type="checkbox"/> Made proper reference to the authors whose ideas informed and helped shape the critical writing and analysis made throughout the paper.</p>	/10
<p><b>REFLECTION (10%)</b></p> <p><input type="checkbox"/> Connected explanation of Practicum activities and experiences to overall learning from coursework and/or experiences in the sexuality program.</p> <p><input type="checkbox"/> Demonstrated self-reflection on student's own role in shaping experiences from the Practicum, assessing the personal impact the Practicum had.</p> <p><input type="checkbox"/> Made connections between student's self-reflection and the theories, concepts, and ideas in sexuality studies.</p>	/10
<p><b>ASSESSMENT (10%)</b></p> <p><input type="checkbox"/> Described and assessed both the project completed for the Practicum and the overall experience of activities completed throughout the placement.</p> <p><input type="checkbox"/> Discussed and assessed the impact of the Practicum on the host organization and/or constituents of that organization.</p> <p><input type="checkbox"/> Reflected on the student's relationship overall to the role of this organization and On-Site Supervisor</p>	/10
<p><b>CRITICAL ANALYSIS (10%)</b></p> <p><input type="checkbox"/> Incorporated—and engaged with—theories, concepts, ideas, and referenced authors in sexuality studies.</p> <p><input type="checkbox"/> Made connections between experiences, observations, assessments, and descriptions with relevant and compelling theories and concepts.</p> <p><input type="checkbox"/> Offered insightful analysis with compelling arguments throughout the final report.</p>	/10
<p><b>FINAL REPORT GRADE (50%)</b></p> <p>Comments:</p>	/50

### FINAL REPORT ASSESSMENT BREAKDOWN

Explanation of how the final report is assessed based on the criteria in each category.

A+	10	Exceptional and Outstanding Work	<ul style="list-style-type: none"> <li>• Report is compelling and concise</li> <li>• Developed sophisticated analysis and/or explanation</li> <li>• Made a compelling argument supported by evidence and/or examples</li> </ul>
A	9	Excellent and Beyond Expectations	<ul style="list-style-type: none"> <li>• Report is clear and concise</li> <li>• Developed a strong analysis and/or explanation</li> <li>• Made a compelling argument supported by evidence and/or examples</li> </ul>
A-	8	Exceeded Expectations	<ul style="list-style-type: none"> <li>• Report is clear and concise</li> <li>• Developed a strong analysis and/or explanation</li> <li>• Made a good argument supported by evidence and/or examples</li> </ul>
B	7	Met Expectations	<ul style="list-style-type: none"> <li>• Report is clear and concise</li> <li>• Developed a clear analysis and/or explanation</li> <li>• Made a good argument supported by evidence and/or examples</li> </ul>
C	6	Did Not Meet Expectations	<ul style="list-style-type: none"> <li>• Report required more work and revision</li> <li>• Developed some analysis but needs further explanation</li> <li>• Argument made needs more support using evidence and/or examples</li> </ul>
D	5	Mostly Failed to Meet Expectations	<ul style="list-style-type: none"> <li>• Report required substantively more work and revision</li> <li>• Analysis and explanations need more development.</li> <li>• Argument made missing supporting evidence and/or examples</li> </ul>
F	0	Failed to Complete Practicum	<ul style="list-style-type: none"> <li>• Report was difficult to understand</li> <li>• Missing an analysis or clear explanation</li> <li>• Arguments are outlined only as opinions with no connection to evidence and/or examples</li> </ul>