

Guidelines for Request for Work-Place Practicum in CYC 410

To be considered for a work-place practicum, please note the following considerations:

- The student **MUST** have successfully completed a 3rd year CYC practicum that meets UFV- CYC degree criteria.
- Student has a minimum of two (2) years of CYC or related human services experience with recommendations from two (2) supervisors.
- The student is in a new CYC work position (6 months or less).
- A work-place practicum **MUST** be approved by the faculty member teaching your section of practicum in consultation with the CYC Practicum Committee.
- The practicum site represents and models ethical professional CYC practice, agreeing to [CYC ethical standards](#). Accredited sites are preferred.
- The practicum site should have the capacity to support a positive practicum experience while the student is working at the site (staff model desired behaviour for the student/ consistent staffing/respectful workplace environment).
- The student will need to identify their supervisor for the duration of the practicum hours. The supervisor should have CYC or related human services education and be able to provide weekly supervision and support the student's CYC practice.
- The workplace practicum site will be able to support the growth and learning of the student in alignment with the competencies as described in the fourth year CYC Field Guide and evaluation tool.

Please complete the following documents:

1. Work Practicum Request Form
2. Workplace Practicum Agreement Form

Work-Practicum Request Form

Name: _____

Work Placement Site: _____

Work Placement Address: _____

Work Placement Phone number: _____

Practicum supervisor name: _____

Email: _____

Describe your current position at your work (include job description, number of hours worked):

Describe how you will be able to meet the competencies of CYC410 practicum through your work place:

Workplace Practicum Agreement Form

Please read and initial the following:

1. We (the employer/practicum supervisor/student) will discuss and agree to define the dual role of the student.	
2. The employer/practicum supervisor/student will agree to how direct and indirect supervision will be structured and a plan presented to the faculty/course instructor.	
3. I, as the practicum supervisor, recognize that the student is required to complete assignments that may extend beyond the regular duties in the workplace.	
4. In an emergency or crisis, the role as staff member supersedes the role of the student.	
5. We, (practicum supervisor/student), commit to a weekly <i>designated</i> time to provide supervision, reflecting on the dual role as necessary, and will complete a formal mid-term evaluation and final evaluation	

Please Note: Any affiliation agreement that your organization has with the University of the Fraser Valley only applies to students that are placed with your organization in un-paid practicums. The terms of that affiliation Agreement do not apply to any students who are paid employees of your organization.

Practicum Supervisor Name and Signature: _____

Date: _____

Student's Name and Signature: _____

Date: _____