



Practicum and Internship Information Session 2023 / 2024

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Experiential Learning Office

The Value of Experiential Learning

By 4th-year, most students are eager to get out of the classroom and apply their learning to real-life situations.

Practicum and Internship allow students to develop their **personal** and **professional** skills through meaningful work with a partner organization.

Practicum and Internship students graduate with the confidence to apply their acquired skills and knowledge to the world around them!

FOR STUDENTS



Gain a broader understanding of career options



A network of contacts upon graduating



Opportunities to gain relevant employment skills

FOR COMMUNITY PARTNERS



Increased staff resources to complete projects



Strengthens relationships with the university



New source of potential hires



What is the Practicum?

- The Practicum is a 4th year elective course with 2 main components:
 - 1) A **100-hour unpaid placement** with a partner-organization, and
 - 2) An accompanying class with a series of **academic assignments**
- CGPA requirement: 3.0, Credit Hour requirement: 84
- The exact scheduling of days and hours is determined by the student and the organization (in other words, we do not have pre-established 'placement days')
- Typically, students establish a placement schedule yielding 10 hours a week (ex. Mondays 12-5 and Thursdays 12-5)
- Students are placed with a **partner-organization** that aligns with their goals, interests, and skill set
- Students may choose to take the Practicum course in the Fall or Winter semester. The process of applying to the Practicum program typically begins in 3rd year (**Applications are due March 31st**). The link to the application was provided in the ELO's original email
- The accompanying **academic component** allows students to make sense of their experience by way of reflective assignments and an academic poster. In the least, students should be able to explore intersections between theory and practice (while being able to 'put it all together' for prospective grad schools and/or employers)



Learn more at: ontariotechu.ca/fsshpracticum

Next Steps

- **Practicum Application is Due by Noon on March 31st, 2023**
 - The link to the Practicum Application is in the email you received from the Experiential Learning Office
 - The March 31st due-date is for students interested in the Fall 2023 Practicum *and* students interested in the Winter 2024 Practicum. It's the same due-date for both groups of students
- **One-On-One Meeting With Practicum Office**
 - Successful applicants will be invited to meet with a Coordinator from the ELO office (45 minute meeting)
 - An opportunity to build a placement-strategy around *your* specific goals and interests
- **Training and Paperwork**
 - WHMIS, Health & Safety, Mindsight, Declaration of Understanding (Insurance)
 - Attend a resume & cover letter appointment with Career Services—submit a resume and cover letter to ELO
 - Potential Police Check
- **Matched With Organization**
 - The ELO submits your tailored resume and cover letter to an organization on your behalf
 - If the organization likes your resume and cover letter they will grant you an interview



Learn more at: ontariotechu.ca/fsshpracticum

FALL 2023 STUDENTS

MARCH 31

- Submit Practicum Application

APRIL – MAY

- Meeting With Experiential Learning Office

LATE MAY

- Send ELO a single email containing 5 attachments (WHMIS Training, Health & Safety Training, Mindsight, Insurance Form, and Resume/Cover Letter)

JULY

- Register for Practicum Course

JUNE / JULY / AUGUST

- Practicum match emails sent
- Interview with placement organization

WINTER 2024 STUDENTS

MARCH 31

- Submit Practicum Application

JULY

- Register for Practicum Course

AUGUST – SEPTEMBER

- Meeting with Experiential Learning Office

LATE SEPTEMBER

- Send ELO a single email containing 5 attachments (WHMIS Training, Health & Safety Training, Mindsight, Insurance Form, and Resume/Cover Letter)

SEPTEMBER / OCTOBER / NOVEMBER

- Practicum match emails sent
- Interview with placement organization



Practicum **Application** (due March 31st)

- **General Tips**

- Be thorough and specific! The application represents an opportunity to express *your* unique set of goals and interests. The quality of your application helps determine your eventual match with a partner-organization
- Do not leave this exercise to the last minute. Strong applications require strategy, research, and detail

- **Identifying Up to 3 Organizations of Interest**

- This section gives the ELO a snapshot of the sorts of learning environment(s) that make sense to you
- Diversify your selections (e.g., don't simply write Durham Police, Toronto Police, Peel Police)
- 211ontario.ca and CharityVillage.com are great resources. It's very OK to name organizations that don't advertise student placements / positions (many of them do not)
- While there is no guarantee of being matched with a chosen organization, you can increase the likelihood of being placed with a *similar* organization by thoroughly expressing your desired activities, tasks, and learning objectives
- Spoiler Alert: The next slide has more tips on how to ace this part of the application...



Learn more at: ontariotechu.ca/fsshpracticum

Practicum **Application** (due March 31st)—more thoughts:

- **Identifying Up To Three Organizations of Interest, *Continued***
 - This section does not automatically ‘sign you up’ for a placement with one of these organizations. Instead, your answers help the Practicum Office understand the environments, activities, projects, issues, and populations you are aiming for. Hint: Do your research and be specific (“I want the Court because it helps my career” is a *really* incomplete answer)
 - At this point, do not worry if our Faculty has an existing Affiliation Agreement with your chosen organizations
 - DO NOT jump ahead and make arrangements with any of these organizations
 - Students wishing to arrange their own placement: If you have a pre-existing relationship with a particular organization, use this section to share the details of your relationship, as well as specific contact information. If the organization aligns with our program objectives, we will happily follow-up with them on your behalf (to initiate meetings and paperwork)



Learn more at: ontariotechu.ca/fsshpracticum

Practicum **Application**—identifying organizations of interest

Here is an example:

ORGANIZATION 1:

Name of Organization: Regional Municipality of Durham
Social Services Department
Partner Assault Response Program

Contact Information: 605 Rossland Road East, Whitby, ON
<https://www.durham.ca/en/living-here/domestic-violence.aspx#When-and-where>
Dxxx Hxxx, PAR Program Supervisor
Phone: 905-xxx-xxxx ext xxxx;
Email: xxxxxxx@xxxxxxx.ca

Desired Activities,
Tasks, Learning Objectives: I would like to observe intakes and assessments and shadow group sessions. I hope to network with a variety of social service practitioners and observe the ways in which different organizations interpret themes of abuse, recidivism, and mental health. My goal is to work in Community Health and with this Practicum I hope to gain a fuller understanding of community-led DV resources and supports through a multidisciplinary lens



Practicum **Application** (due March 31st)—last thoughts:

- **Geographic Preferences**

- Don't take this section lightly!
- Be specific when picking your desired location(s). Stating “something in the GTA”, for example, can mean the difference between Mississauga and Pickering
- Some organizations have multiple locations (like the John Howard Society)—indicate your preferred site
- Consider: travel time, transportation (car, public transit) inclement weather, special accommodations

- **Other Considerations**

- There is a section in the application form where you may outline **any** considerations that may impact your participation in the Practicum (family obligations, employment, volunteer, athletics, etc.)
- Sharing these considerations **early** will assist with putting accommodations and supports in place

- **Personal Inventory**

- This is your chance to tell us who you are! What makes you *you*?
- Highlight your pertinent volunteer and leadership experience
- Describe the skills, abilities, and knowledge you bring to an organization
- Describe the skills, abilities, and knowledge you hope to develop through your Practicum



INTERNSHIP

What is the **Internship**?

- The Internship is a 4th year elective course with 2 main components:
 - 1) A minimum **280-hour** paid/unpaid position with a partner-organization, and
 - 2) A an accompanying **academic component** with reflective assignments
- Students may choose to take the Internship course in the Summer, Fall or Winter semester. The process of applying to the Internship program begins in the Winter of 3rd year and has a rolling intake
- The Internship process involves **2 Major Steps**:
 - 1) Sign-Up on the Internship Portal (to be considered eligible for the Internship),
 - 2) Apply to a faculty-approved job/internship posting (and if successful, submit the employment contract to ELO for approval)
- CGPA requirement: **3.0**, Credit Hour requirement: **84**
- The exact scheduling of days and hours is determined by the job contract (in other words, we do not have pre-established 'internship days'); Most internships are 4-months (one semester) in length, but 8 month contracts are also possible. If in doubt, always check with the Experiential Learning Office
- Students are under employment contract with a **partner-organization** that aligns with their goals, interests, and skill set
- Full-time hours (35 hours weekly) and paid positions are preferred, however positions with honorariums/stipends are possible (with Faculty approval)



Learn more at: ontariotechu.ca/fsshinternship

Next Steps

1. Go to www.studentlifeportal.ontariotechu.ca
2. Click on **Students** on the top right-hand side of the screen and select **Student Login**
3. Login with your student number and MyCampus password
4. Click on **Co-op & Internship** on the left-hand side
5. Choose your **program** from the list, complete the application and submit
6. Once your application is submitted, it will be reviewed and approved by the Faculty
7. Once your application is approved, you will receive an email asking you to read and accept the Student Agreement Terms and Conditions for each term to gain access to the Co-op and Internship job postings for your program



Learn more at: ontariotechu.ca/fsshinternship

Special Notes:

- You are not limited to the handful of job-postings on the Student Life Portal. In many cases, we expect students to discover their own job-postings (and present them to the Experiential Learning Office for approval). These job-postings do not necessarily need to be labeled as “Internships”.
- Signing-up on the Internship Portal is just the beginning (it simply formalizes your internship eligibility and allows you to view the postings on the portal). You are **not** registered for Internship until a job contract has been signed and confirmed
 - You will pay course tuition for the Internship Course (SSCI 4103U)
- Unsure of ‘what counts’ as an Internship or what kinds of postings you should be searching for? Please feel free to make an appointment with our Experiential Learning Office: ssh.elo@ontariotechu.ca
- We have funding to provide scholarships to select number of students to participate in an International Internship in a commonwealth country (UK, Australia, Barbados, etc.). The Internships will take place in the summer of 2023, and applications will be due in February—so please stay tuned for better details



Learn more at: ontariotechu.ca/fsshinternship

...Job Search Tips

- Set up **alerts** with popular job search sites like [Indeed.ca](https://www.indeed.ca) and [LinkedIn.com](https://www.linkedin.com)
 - Use a variety of search terms and key words to yield the best results (ex. policy internship, policy co-op)
- Update your **cover letter** and **resume** and make an appointment with an Employment Advisor in Student Life for support
- Reach out to your **network** and let your friends, family, professors and other contacts know you're in **job search mode**
 - Consider **cold-calling** organizations to ask about their hiring timelines and preferences



Sample Field Areas

Over Faculty has partnerships with hundreds of organizations that represent our programs and curriculum. We work closely with partner organizations to create meaningful Practicum and Internship opportunities for students. Some possible Practicum and Internship areas include:

- Police services
- After-school programs
- Shelters (women, families, youth)
- Probation and parole services
- Diversion programs
- Addictions and mental health programs
- Immigration and newcomer programs
- Marketing agencies
- Court services
- Homeless supports and services
- Advocacy groups
- Museums and art galleries
- Legal offices
- Community health centers
- Drop-in services
- Local, provincial and federal government agencies
- Community safety and emergency services
- Corporate environments



360 Insights	Downtown Oshawa Business Alliance	Kelly Greenway Bruce: Barristers & Solicitors	Port Hope Police Service
Abilities Centre	Downtown Yonge BIA	Kids With Incarcerated Parents	Public Service Alliance of Canada
Ability Online	Dr Fountain and Associates	King Township	Ramona Abraham, Barrister & Solicitor
Academy of Canadian Cinema & Television	DRIVEN	Lakeridge Health	Real Link Law
Affleck & Barrison LLP	Ontario Federation of Labour	Literal Change	Rebound Child & Youth Services
AIDS Committee of Durham Region	Ontario Power Generation	Marketing Knights	Regional Municipality of Durham
Allied Community Legal Services	Ontario Provincial Police	Mediate 393	Regional Municipality of York
Arrive Alive: Drive Sober	Ontario Shores	Min of Children, Community & Social Services	Restore Families Impacted By Incarceration
Aura Freedom International	Ontario Tech Age Friendly Campus	Min of Community Safety & Correctional S.	Revitald Reintegration Services
Back Door Mission	Traill Law	Ministry of Finance	Rise Edutainment
Bata Shoe Museum	Office of the Univ. Secretary & Gen. Counsel	Ministry of Infrastructure	Rose of Durham
Bayfield Treatment Centre	Victim Services of Durham Region	YMCA	Say Ca
Bebee & Associates	Warden Woods Community Centre	Durham Children's Aid Society	Scarborough Centre for Healthy Communities
Bethesda House Shelter	Durham Family Court Clinic	MAG, Superior Court of Justice, Family	Scott & Samet, LLP
Big Brothers and Sisters	Durham Outlook for the Needy	MAG, Victim Witness Assistance Program	Simcoe Hall Settlement House
Blue Door	Durham Rape Crisis Centre	MAG, Victims & Vulnerable Persons Division	York Region Housing Mediation Services
Boys and Girls Club of Durham Region	Durham Region Opioid Taskforce	Ministry of the Solicitor General	SIU (Special Investigations Unit)
Brain Injury Association of Durham	Durham Region Police Service	MP Colin Carrie	Sport Law and Strategy Group
Brock Youth Centre	Durham Youth Housing & Support Services	North Durham Professional Counsellors	Spread Your Word
Canadian Association for the Club of Rome	East Scarborough Storefront	Northumberland Legal Clinic	St. Stephen's Community House
Canadian Environmental Law Association	Women's Multicultural Resource & Couns. Ctr.	One City Peterborough	Station Gallery
Canadian Human Rights International Org.	eDecree	Ontario Chamber of Commerce	Teaching City
Canadian Mental Health Association	Elizabeth Fry Society	W. Scarb. Neighbourhood Community Centre	The LivingRoom Community Art Studio
Cndn. Municipal Network on Crime Prevention	Evans Mitchell-Gill	Whitby Dunlops	The Refuge Youth Outreach Centre
Canadian Society of Association Executives	Eva's Initiatives for Homeless Youth	Wild North Flowers	The Rights for Children and Youth Partnership
CAREA Community Health Centre	Family Education Resource Network (FERN)	Women in Film and Television	Their Opportunity
Horizons of Friendship, Central America Tour	Family Mediation Resource Centre	Durham Crown Attorney's Office	Thinkr Marketing
Central East Correctional Centre	FCJ Refugee Centre	Durham Deaf Services	Toronto Hydro
Central York Fire Department	Fed Ex	MP Gary Anandasangaree	Toronto Workers Health & Safety Legal Clinic
Child Development Institute	Fernie House Child and Youth Services	Municipality of Clarington	Town of Ajax
Cinefocus Canada Inc.	Frontenac Youth Services	Murray McKinnon Foundation	Town of Aurora
City of Oshawa	GHD	Narrative Therapy Centre (NTC)	Town of Whitby
CityStudio Durham	Girl Talk Empowerment	National Ballet of Canada	York Region District School Board
Community Development Council of Durham	Girls Inc	New Roots Therapy	York Regional Police Service
Community Justice Alternatives of Durham	Global Resource Epicenter Against Trafficking	Ontario Tech Age Friendly Campus	Youth Employment Services (YES)
Community Living Oshawa - Clarington	Government of Ontario Web Domain Registrar	Ontario Tech Athletics	YWCA
Cope Mental Health Services	Habitat for Humanity Durham	Ontario Tech Research Ethics Board	Welcome Centre Immigration Services
Cornerstone Community Association Durham	Homestars	Welcome Centre Shelter	
Correctional Service of Canada,	Hot Docs International Film Festival	Ontario Works	
Counselling Connection	Innocence Canada	Pamoja Institute	
Creighton Law	Invest Durham	Pandemic Parenting	
Danforth Probation and Parole Services	John Howard Society	Parkwood Estate National Historic Site	
DBLOS Co.	Justice Kofi Barnes	Partner Assault Response (PAR) program	
Directors Guild of Canada	Kalra Law	Peterborough Police Service	
Don Mills Probation and Parole Services	Kawartha Lakes Police Service	PEI AG Canada Durham Region	

	PRACTICUM	INTERNSHIP	INTERNSHIP II
YEAR	4 th Year	4 th Year	4 th Year
WHEN to APPLY	3 rd Year	3 rd Year	4 th Year
MINIMUM CGPA	3.0 (B Average)	3.0 (B Average)	3.0 (B Average)
MINIMUM CREDITS	84 Credit Hours	84 Credit Hours	87 Credit Hours
IS IT A COURSE?	Yes (3 credit hours)	Yes (3 credit hours)	Yes (3 credit hours)
ACADEMIC COMPONENT	Assignments and Evaluations	Assignments and Evaluations	Assignments and Evaluations
LENGTH	One Semester	One Semester	One Semester
OFFERED	Fall, Winter	Fall, Winter, Summer	Fall, Winter, Summer
DURATION	100 Hours	Min. 280 Hours	Min. 280 Hours
COURSELOAD	As part of full course load	May take 2 additional courses	May take 2 additional courses
HOW to APPLY	Application emailed by ELO to students in Jan. of 3 rd year	Student Life Portal in 3 rd yr.	Student Life Portal in 4 th yr.
COMPENSATION	Unpaid	Paid/Unpaid	Paid/Unpaid
WHO FINDS & SECURES THE PLACEMENT	Experiential Learning Office	Student	N/A
WHO APPROVES THE PLACEMENT	Experiential Learning Office	Experiential Learning Office	Experiential Learning Office
ADMINISTRATION	Online training, paperwork, intake interview and occasional mtgs	Formalized employment contract from employer	Formalized employment contract from employer
TAKE MORE THAN ONCE	No	Yes, if continuation of contract with same organization	Continuation of contract with same organization

RESOURCES

- 211ontario.ca
- Charityvillage.com
- LinkedIn.com
- Jobbank.gc.ca
- Volunteerdurham.net
- Volunteertoronto.net
- Ontario Tech Student Life Office (Career Help)
- Our office: ssh.elo@ontariotechu.ca
- FSSH Website, Facebook, Instagram and Twitter

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