

# Practicum Manual 2020-2021



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## PRACTICUM OVERVIEW

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The Practicum is a form of experiential learning that allows students to acquire workplace skills, confront the relationship between theory and practice, and cultivate a sense of personal and professional development. The Practicum is an elective 4<sup>th</sup> Year course with a **placement component** and **academic component**. The placement component represents 100 hours of fieldwork with an organization, while the academic component involves a series of ongoing exercises and assignments. The Practicum is an intensive, challenging, and potentially rewarding experience.

The **Pre-Practicum Process** begins in the Winter semester with an email to 3<sup>rd</sup> and 4<sup>th</sup> Year students. To be eligible for the Practicum, students must possess a minimum cumulative grade point average (**GPA**) of **3.0 (B)** and **84 credit hours** (4<sup>th</sup> Year Standing). The Practicum Office will review GPA and Credit Hours prior to inviting applicants to move forward in the competition. Prospective Practicum students must successfully complete the **Pre-Practicum Process** (a series of time-sensitive requirements). To learn more details and expectations, students are strongly advised to register for an optional information session, with three available dates in February 2020 ([click here to register](#)).

The Practicum has a *competitive* application process. The Practicum Office reviews students' applications (including an application form, resume, cover letter, personal statement and photocopied ID) and invites successful candidates to register for the Practicum course. Unsuccessful applicants are advised to take an elective in place of the Practicum.

To apply for the 2020 Fall or 2021 Winter Practicum, students must submit the following five items, no later than **Friday, March 27<sup>th</sup> by 12:00 p.m.** (noon):

- 1) Practicum Application Form (online form submission)
- 2) Resume
- 3) Cover Letter
- 4) Personal Statement
- 5) Scanned Photocopy of Government-Issued Identification

The Practicum Application Form is online, while requirements 2-5 must be emailed to [sshpracticum@ontariotechu.ca](mailto:sshpracticum@ontariotechu.ca) in a single email. Late and/or incomplete submissions will not be accepted.

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### Practicum Benefits for Student:

- A well-rounded education, enriched by practical application of classroom learning
- Opportunities to gain relevant skills and realistic expectations of the workforce before graduation
- Opportunities to gain a broader understanding of career options
- Maturity and self-esteem as productive members of the workforce as well as confidence and skills developed through working with others
- Documented practical experience, a resume, job search skills and a network of contacts upon graduation
- Experience with self-directed learning (developing and implementing personal and professional goals)

### Practicum Student Responsibilities:

- Check Ontariotechu.net email daily and respond to Practicum related correspondence within 48 hours
- Conform to all the conditions and rules that apply to employees in the Practicum organization
- Exercise ethical workplace conduct
- Work on academic, professional and personal goals and strategies
- Maintain employer confidentiality
- Accept feedback in a positive manner
- Resolve problems / issues in a prompt, professional manner. Notify Practicum Office of health & safety matters

*Please Note: The Practicum Office reserves the right to remove students from the Pre-Practicum Process at any time for failing to meet deadlines and/or expectations.*

## IMPORTANT NOTES

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### Matching Process

Upon successful completion of the Pre-Practicum Process, students will receive a **match email** from the Practicum Office. This email will contain specific details, timelines, and requirements pertaining to the proposed match with a partner organization (an organization with whom Ontario Tech's Faculty of Social Science and Humanities has an Affiliation Agreement). Students will be asked to submit a 'new' cover letter and resume to the Practicum Office (tailored to the specific organization you have been matched with). From here, the Practicum Office will forward the resume and cover letter to the organization on the student's behalf. If the organization reviews the materials and sees a potentially good fit, they will contact the student directly to arrange an in-person interview. If a student has a successful interview with their organization, and is accepted by the organization for placement, they may proceed with the 100 hours of fieldwork and accompanying course registration. At this point in the process, students are committed to their assigned placement, and may not drop Practicum it in favour of an alternate placement or course.

### Students Registered with Student Accessibility Services

Ontario Tech and, by extension, the SSH Practicum Office, is committed to inclusion and equity in the learning environment. The Practicum Office operates under the Ontario Human Rights Code (OHRC) and the Accessibility for Ontarians with Disabilities Act (AODA). Students requesting accommodations and supports are required to register with Student Accessibility Services at Ontario Tech's downtown Oshawa location (61 Charles). Registration with Student Accessibility Services does not appear on any official University record. All documentation provided to the Practicum Office is kept confidential. Personal information is not shared with anyone (including placement supervisors or prospective placement organizations) without prior written consent from the student.

### Students Wishing To Arrange Their Own Placement

Students wishing to coordinate their own placement are expected to satisfy the requirements outlined in the Pre-Practicum Process. These students must first consult with, and receive permission from, the Practicum Office **before** contacting / making arrangements with an organization. Students who attempt to arrange their own placement without permission from the Practicum Office will be removed from the process, and forfeit the Practicum course opportunity.

### International Students

International students are responsible for arranging a work permit through Ontario Tech's Student Life Office. Fall Practicum students should put this process into motion in May, while Winter Practicum students should put this process into motion in September.

International students are asked to contact:

Tharsy Selvanantham, RISIA (She/Her)  
International Student Advisor, Student Life—Student Engagement and Equity  
Ontario Tech University  
905 721 8668 ext. 2579  
[Tharsy.selvanantham@ontariotechu.ca](mailto:Tharsy.selvanantham@ontariotechu.ca)  
<https://international.ontariotechu.ca/>

## PRE-PRACTICUM PROCESS—Stage One

MONTH	PRE-PRACTICUM PROCESS—Stage One Activities
Jan-Feb 2020	<p>Register for, and attend, a <b>Practicum Information Session</b>. Attendance is optional, but highly recommended.</p> <p>The information session is your opportunity to ask questions and learn more about the Practicum, Pre-Practicum Process, timelines, expectations, requirements, and more. Complete the RSVP form (<a href="#">Click Here</a>) to confirm your attendance at one of the following sessions:</p> <p><b>Practicum Information Sessions:</b></p> <ul style="list-style-type: none"> <li>• <b>Session #1:</b> Wednesday, February 5—2:00 pm to 3:30 pm (DTB 108)</li> <li>• <b>Session #2:</b> Monday, February 10—11:00 am to 12:30 pm (DTA 218)</li> <li>• <b>Session #3:</b> Wednesday, February 19 (Reading Week)-11:00 am to 12:30 pm (DTB 108)</li> </ul>
Feb-March 2020	<p>Register for, and attend, an <b>SSH Practicum Prep Workshop</b> (help with resume, cover letter, and personal statement). Attendance is optional, but highly recommended for students wishing to be accepted into the Practicum, and will help with your application materials to the community partner organization.</p> <p><b>SSH Practicum Prep Workshops:</b></p> <ul style="list-style-type: none"> <li>• Wednesday, February 26—11:00 am to 12:30 pm (DTB 108) (<a href="#">Click Here to Register</a>)</li> <li>• Monday, March 2—2:00 pm to 3:30 pm (DTA 212) (<a href="#">Click Here to Register</a>)</li> <li>• Wednesday, March 11<sup>-2:00</sup> to 3:30 pm (DTB 108) (<a href="#">Click Here to Register</a>)</li> </ul>
<b><u>MARCH 27, 2020</u></b>	<p><b>DEADLINE TO SUBMIT A COMPLETE PRACTICUM APPLICATION BY MARCH 27, 2020, 12 pm (noon):</b></p> <ol style="list-style-type: none"> <li>1. <b>Practicum Application Form (online form)</b></li> <li>2. <b>Resume</b></li> <li>3. <b>Cover Letter</b></li> <li>4. <b>Personal Statement</b></li> <li>5. <b>Scanned Photocopy of Government Issued Identification (ex. Driver’s License)</b></li> </ol> <p>The Practicum Application Form is submitted online (see page 7), while requirements 2-5 listed above must be sent in a single email attachment to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a></p> <p>All materials are due by March 27, 2020, 12 pm (noon). Late and/or incomplete applications will not be considered.</p>
April 2020	<p>Students will be notified of their application status in April 2020. Successful applicants will be invited to attend a mandatory Practicum Meeting with the Practicum Office, while unsuccessful applicants will be advised to secure an elective course in place of the Practicum.</p>

## PRE-PRACTICUM PROCESS—Stage Two

(For students invited to participate in the **FALL 2020** Practicum)

DATES	PRE-PRACTICUM PROCESS—Activities for students invited to <u>FALL 2020</u> Practicum
Apr 20-May 1 2020	The Practicum Office will email you to coordinate a mandatory in-person <b>Practicum Meeting</b> . At the Practicum Meeting you will receive an information sheet outlining next steps and requirements ( <i>registering for an Interview Techniques workshop, Vulnerable Sector Police Check, WHMIS Training, Health and Safety at Work Training, and Mindsight Training</i> )
May 11 - 29 2020	<p>Register for, and attend, a mandatory <b>Interview Techniques Workshop</b> with the Practicum Office. Attendance will be recorded, and students who do not attend an Interview Techniques Workshop will not be permitted to move forward with the Practicum. Registration details will be sent to students in April / May 2020.</p> <p><b><u>Interview Techniques Workshops (exact dates to be emailed to accepted students):</u></b></p> <p>#1 Week of May 11            #2 Week of May 18            #3 Week of May 25</p>
May 2020	Apply for a <b>Vulnerable Sector Check</b> through your local police service. Students will receive a custom-made letter at the Practicum Meeting explaining that you are an Ontario Tech SSH Practicum student applying for a Vulnerable Sector (VS) Check. Take this letter to your local police service, as it expedites the process and minimizes the cost. Please keep your <b>receipt</b> from the police service and <i>scan-and-attach</i> it in an email to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a>
May 2020	Complete “ <b>WHMIS For Everyone—The Essentials (2015)</b> ” training ( <a href="#">Click Here</a> ) <i>Scan-and-attach</i> your proof of completion certificate to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a>
May 2020	Complete “ <b>Health and Safety at Work</b> ” training ( <a href="#">Click Here</a> ) <i>Scan-and-attach</i> your proof of completion certificate to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a>
May 2020	Complete “ <b>Mindsight</b> ” training ( <a href="#">Click Here</a> ) <i>Scan-and-attach</i> your proof of completion certificate to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a>
<b>MAY 29 2020</b>	The above requirements <i>must</i> be emailed to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a> by <b>MAY 29 2020</b>
July 2020	Register for the Practicum Course
June-Aug 2020	<p>Students will receive a <b>match email</b> containing details and timelines associated with the proposed arrangement with a partner organization.</p> <p><b>Note:</b> Students must be available to interview with an Organization throughout the summer (June-August 2020).</p>

## PRE-PRACTICUM PROCESS—Stage Two

### (For students invited to participate in the **WINTER 2021** Practicum)

DATES	PRE-PRACTICUM PROCESS—Activities for students invited to <u>WINTER 2021</u> Practicum
July 2020	Register for the Practicum course
Aug 31- Sept 11 2020	The Practicum Office will email you to coordinate a mandatory <b>Practicum Meeting</b> . At the Practicum Meeting you will receive an information sheet outlining next steps and requirements ( <i>registering for an Interview Techniques workshop, Vulnerable Sector Police Check, WHMIS Training, Health and Safety at Work Training, and Mindsight Training</i> )
Sept 14-Oct 2 2020	<p>Register for, and attend, a mandatory <b>Interview Techniques Workshop</b> with the Practicum Office. Attendance will be recorded, and students who do not attend an Interview Techniques Workshop will not be permitted to move forward with the Practicum. Registration details will be sent to students in April / May 2020.</p> <p><b><u>Interview Techniques Workshops (exact dates to be emailed to accepted students):</u></b></p> <p>#1 Week of September 14            #2 Week of May 21            #3 Week of May 28</p>
Sept 2020	Apply for a <b>Vulnerable Sector Check</b> through your local police service. Students will receive a custom-made letter at the Practicum Meeting explaining that you are an Ontario Tech SSH Practicum student applying for a Vulnerable Sector (VS) Check. Take this letter to your local police service, as it expedites the process and minimizes the cost. Please keep your <b>receipt</b> from the police service and <i>scan-and-attach</i> it in an email to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a>
Sept 2020	Complete “ <b>WHMIS For Everyone—The Essentials (2015)</b> ” training ( <a href="#">Click Here</a> ) <i>Scan-and-attach</i> your proof of completion certificate to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a>
Sept 2020	Complete “ <b>Health and Safety at Work</b> ” training ( <a href="#">Click Here</a> ) <i>Scan-and-attach</i> your proof of completion certificate to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a>
Sept 2020	Complete “ <b>Mindsight</b> ” training ( <a href="#">Click Here</a> ) <i>Scan-and-attach</i> your proof of completion certificate to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a>
<b>OCT 2 2020</b>	The above requirements <i>must</i> be emailed to <a href="mailto:sshpracticum@ontariotechu.ca">sshpracticum@ontariotechu.ca</a> by <b>OCT 2 2020</b>
Oct-Dec 2020	<p>Students will receive a <b>match email</b> containing details and timelines associated with the proposed arrangement with a partner organization.</p> <p><b>Note:</b> Students must be available to interview with an Organization throughout the summer (June-August 2020).</p>



## PRACTICUM APPLICATION (ONLINE) FORM & NEXT STEPS

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Your Practicum Application is due by **March 27 at 12 pm** (noon). Late applications will not be accepted.

The Practicum Application contains an important section in which you identify at least 3 organizations of interest. Your answers will help the Practicum Office understand the types of environments, activities, projects, populations, and issues you are aiming for. The best answers are thorough and specific (do your research!). This section represents an opportunity to reveal the sorts of activities and learning outcomes you hope to experience—so please plan your time accordingly (in other words, the Practicum Application should not be rushed).

[211 Ontario](#) and [Charity Village](#) are great starting points for your research. For this exercise, you do not need to limit your search to organizations that are currently recruiting placement students / have postings. You are also encouraged to diversify your selections (in other words, do not simply identify the same kind of organization 3 times). While the Practicum Office cannot guarantee a placement with any of the organizations you identify, the content of your answers will be used to help guide the overall matching process.

**When you feel as if you have invested significant time and effort into formulating your goals and researching organizations, kindly click to open the [Practicum Application Form](#).**

In addition to the online Practicum Application, students must submit a resume, cover letter, personal statement, and a scanned photocopy of government-issued identification. These documents are also due by March 27 at 12 pm and should be sent in a single email to [sshpracticum@ontariotechu.ca](mailto:sshpracticum@ontariotechu.ca).

The following pages (8 to 13) provide guidelines and content suggestions for the resume, cover letter, and personal statement.

Additional resources for help with cover letters, resumes, and interview skills can be accessed by visiting the [Student Life portal](#), and logging in under “Students.” From there, you can access Career Centre services for students, and book appointments with Career Advisors.



# RESUME TEMPLATE

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A reverse chronological resume (**1 - 2 pages, max. in length**) is used to showcase your skills and experiences (as they relate to the Practicum placement you are applying for). List your **most recent experience first** and give a good historical overview of your past achievements and their alignment with the organization / position you are applying for.

## Name

Address

Ontario Tech Email and Phone Number

\*Note: Resume header should match Cover Letter header

## HIGHLIGHTS OF QUALIFICATIONS

- Describe 5 – 7 key skills and experiences that are **relevant** to the practicum placement and/or organization
- This section should be customized for each practicum placement and organization you are applying for
- Be sure to highlight your unique skills and achievements that may relate to the position, such as fluency in other languages, community or co-curricular involvement, scholarships, awards or certifications
- **Each point must be supported** by a specific role, responsibility, or accomplishment/award. In other words, avoid bullet points with unsupported clichés (e.g., “Team Player”, “Results Driven”, “Hardworking”, etc.)

## EDUCATION AND TRAINING

Name of your Degree, Major/Specialization

Expected Graduation Date

Name of Institution, City and Province

- List your GPA (if applicable) along with its grade point equivalency, e.g. *3.7 GPA (equivalent to an A-)*
- Mention any academic achievements or awards, e.g. Dean’s List
- List 3 to 4 courses that are relevant to the practicum placement and/or organization

## WORK EXPERIENCE

**Job Title**

Dates of Employment

Employer, City, Province

- Describe accomplishments achieved on the job rather than work duties
- Use the Skill + Task + Result formula to describe your accomplishments, e.g. *Supervised activities for a team of 3 employees to design content for company website*
- Use past tense action verbs to start each point (unless it is a current position)

## VOLUNTEER EXPERIENCE

**Volunteer Title**

Dates of Volunteerism

Organization, City, Province

- Describe accomplishments as you would for work experiences
- Emphasize important skills and/or experiences
- Use past tense action verbs to start each point (unless it is a current opportunity)

**JANE DOE**

123 Acorn Lane  
 Whitby, Ontario, L2K 2G4  
 555-555-5555  
 Jane.Doe@ontariotechu.net

**HIGHLIGHTS OF QUALIFICATIONS**

- Demonstrated ability to coordinate and implement effective communications strategies, including the design and management of multiple content-based website upgrades at Global Marketing Communications Incorporated
- Experience in working proactively with media outlets and other key stakeholders to support marketing and communications strategies
- Excellent oral and written communication skills developed through academic assignments and work within multiple team settings
- Proficient in web design software including Dreamweaver and Adobe Photoshop, as well as advanced knowledge of Microsoft Word and Microsoft Excel
- Fluent in French and Spanish, spoken and written

**EDUCATION**

**Bachelor of Arts (Honours), Communication and Digital Media Studies** Expected Graduation April 2021  
 University of Ontario Institute of Technology, Oshawa ON

- Maintained a 3.6 GPA (equivalent to A-)
- Related courses: Communication Ethics, Intercultural Communication, Organizational Communication

**WORK EXPERIENCE**

**Marketing Assistant** January 2014 – May 2015  
 Global Marketing Communications Inc., Oshawa, ON

- Coordinated with 25 third-party resources including consultants, advertising and print media companies to effectively support the activities of a multi-national communication strategy launch
- Created product datasheets, e-blast mailings, press releases and product manuals
- Tracked, analyzed and presented marketing program results each quarter to determine success rate
- Designed and managed content upgrades for the company website

**Sales Associate** June 2014 – January 2015  
 Canadian Tire Corporation, Whitby, ON

- Completed customer transactions and end of day accounting
- Assisted customers with purchases by demonstrating knowledge of products and services
- Received Employee of the Month award in December 2014 for exceptional customer service

**VOLUNTEER EXPERIENCE**

**Learning Coordinator** July 2014 – Present  
 Kumon Learning Centre, Pickering, ON

- Create individualized lesson plans for 7 students, responding to unique learning styles and academic needs in Math and English
- Support students in completion of homework and learning centre assignments, resulting in average grade improvement of 10% (C+ to B-)

**JANE DOE**

123 Acorn Lane

Whitby, Ontario, L2K 2G4

555-555-5555

[Jane.Doe@ontariotechu.net](mailto:Jane.Doe@ontariotechu.net)**Outreach Assistant**

January 2014 – July 2015

Humane Society of Durham Region, Oshawa, ON

- Developed and implemented promotional strategy for volunteer recruitment, resulting in a 10% increase in new volunteers over a 6 month period
- Wrote and published bi-weekly newsletter, reaching over 200 volunteers via web and print editions

**CERTIFICATIONS AND AWARDS**

- Standard First Aid and CPR Current to 2017
- UOIT Student Marketing Competition, First Place April 2015
- Canadian Marketing Association Strategic Promotions Certificate July 2015

## COVER LETTER TEMPLATE

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An effective cover letter should complement, not duplicate, your resume. The cover letter is your opportunity to add a personal aspect to the skills and qualifications outlined in your resume. Below is a typical view of a cover letter.

### Name

Address

Ontario Tech Email and Phone Number

\*Note: Cover Letter header should match Resume header

Current Date

Full Name of Person You Are Sending Your Resume To (try to avoid "To Whomever It May Concern")

Job Title of Person

Organization Name

Organization Address Including Postal Code

Dear Mr. or Ms. \_\_\_\_\_,

Your opening paragraph should captivate the attention of the reader. Tell the organization why you are writing this letter, what position you are applying for, e.g. *Practicum student*, how you heard about the opening and why you are suitable for the practicum position and/or organization. Make *specific* connections between **you** (goals, interests, experience, etc.) and **the organization / position** (their mission, vision, values, or a particular aspect of their programming). In other words, it should very clear why you represent a 'fit' with their organization.

Your second paragraph should be more specific about *why* you should be considered for the position. What are your hard skills, work experiences, and achievements that are **relevant** to the practicum placement and/or organization? Use specific examples to demonstrate your suitability (this is such a *make-or-break* component. Unsupported claims are weightless and unremarkable). Conclude the paragraph by tying this back to the practicum placement and/or organization. How will these attributes benefit the organization?

Your third paragraph should demonstrate your transferable/soft skills and use concrete examples to demonstrate your suitability. Address why you want to complete a placement with the organization, e.g. *What is it about their values or mission that appeals to you? What will your contribution be?* Show your enthusiasm for wanting to join the organization as a practicum placement student. In other words, this paragraph can reveal the most personality / style.

The last paragraph should politely thank the organization for considering you for the opportunity to complete a placement with the organization. Provide your availability for an interview and include the method you wish to be contacted, e.g. *I am available for an interview at your convenience and can be contacted by telephone at XXX-XXX-XXXX or email at [xxx@ontariotechu.net](mailto:xxx@ontariotechu.net).* Be consistent with the addresses used in your header.

Sincerely,

Your full name (typed)

**JANE DOE**

123 Acorn Lane  
Whitby, Ontario, L2K 2G4  
555-555-5555  
Jane.Doe@ontariotechu.net

March 15<sup>th</sup>, 2020

Jennifer Johnston  
Manager of Communications  
St. Joseph's Health Care Foundation  
700 Finley Avenue  
Ajax, Ontario L1S 3Z2

Dear Ms. Johnston,

I am writing to express my interest in the position of Practicum student with St. Joseph's Health Care Foundation as advertised on your website. This position presents an exciting opportunity to apply my experience in coordinating and implementing effective communication strategies to assist in securing donor support for care, teaching and research at the Foundation. The Foundation's goal to be a recognized leader in fundraising and stewardship programs aligns with my own professional goal to develop strong capacities to support national communication and marketing campaigns in the healthcare field.

As a student of the Bachelor of Arts (Honours) program majoring in Communication and Digital Media Studies at the University of Ontario Institute of Technology, I have cultivated a strong knowledge of communications marketing. My academic background demonstrates a solid understanding of the research, design, implementation and evaluation of communication strategies to support fund development and other strategic goals. Coursework in Communication Ethics and Organizational Communication has strengthened my knowledge of organizational structures and ethical issues in business education as they impact communications marketing. Working with Global Marketing Communications Inc. has expanded my knowledge of the communications industry by providing hands-on experience in relationship building and marketing program analysis. This knowledge, coupled with keen attention to detail, will allow me to effectively support the implementation of the Foundation's communication and marketing campaign.

I possess a proven track record of working both collaboratively with media outlets and other stakeholders. Capitalizing on my strong interpersonal skills, I coordinated with 25 third party resources at Global Marketing Communications Inc. to support multiple communications projects and marketing strategies. My excellent oral and written communication skills are evidenced through my work as a tutor with Kumon Learning Centre. At Kumon, I am required to work closely with students demonstrating multiple academic and developmental needs. These skills would be an asset to the position's requirement of liaising with donors and stakeholders, as well as writing reports and fundraising proposals.

I would be happy to meet with you in-person to discuss how my skills and qualifications can best support St. Joseph's Health Care Foundation. I can be reached at 555-555-5555 or Jane.Doe@ontariotechu.net. Thank you for your consideration.

Sincerely,

Jane Doe

## PERSONAL STATEMENT

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The Personal statement helps the Practicum Office assess your professional suitability and overall readiness. As such, it is one of the most important components of the Practicum application package.

The Practicum Office encourages you to think critically about your experiences, interests, goals, and expectations and to use the Personal Statement as an opportunity to let us know *who you are*.

There is no one-size-fits-all formula for writing a successful Personal Statement. The strongest Personal Statements are clear, organized, honest, and realistic. The weakest Personal Statements tend to be very general and ambiguous (ex., “I would like to gain important skills related to my interests that will help me develop my career”).

When crafting your Personal Statement, here are some points to consider:

- Summary of your community and/or academic leadership and involvement
- Your goals (academic, personal, professional)
- Any stories or anecdotes that help the reader understand what makes you “you”
- Description of your unique skills, abilities, or knowledge that will help shape your Practicum experience
- Description of the specific skills, abilities, and knowledge you would like to develop during the Practicum
- Your expectations for the Practicum (including specific organizations, populations, or groups you hope to gain experience with)

Your Personal Statement should be no longer than 1 page, single-spaced. Please be sure to proofread your submission.

The University of Chicago has a handy resource that might help you ‘tell your story’ ([Click Here](#)).