

Practicum Registration Process - Step by Step (KIN/RSS 3913, 3914, 4910)

The practicum application and enrollment process for any 3 or 6 credit hour practicum (KIN/RSS 3913, 3914, or 4910) should be completed several weeks to months before you intend to start. All necessary forms **MUST** be submitted no later than 1 week prior to the drop/add deadline.

1. Meet with Assistant Dean of Undergraduate Studies, Greg Duquette (duquette@unb.ca) about practicum placement options. Meet with an academic advisor (Jaime Campbell, jaime@unb.ca or Brandi Cameron, brandi.c@unb.ca) to confirm the timing is right in your academic program to enroll in a practicum.
2. Submit an up-to-date copy of your resume and a one page overview of practicum learning objectives.
3. Talk/meet with possible community practitioner(s) to determine/secure their potential/interest for experiential learning partnership. Follow up on practicum options with Assistant Dean of Undergraduate Studies, Greg Duquette.
4. Develop/construct a course syllabus (see practicum template) with desired learning objectives and means of evaluation.
5. Submit your course syllabus to the Assistant Dean and the desired community practitioner for their final approval. ***The Assistant Dean of Undergraduate Studies reserves the right to deny approval of practicum at their academic discretion.***
6. To officially enroll in KIN/RSS 3913, 3914, or 4910 submit the completed UNB course registration form http://www.unb.ca/fredericton/registrar/_resources/pdf/independent_study_form.pdf to the Coordinator Student Support Services, Jaime Campbell. When registration is official with the UNB Registrar, you will see the course in D2L.
7. Check for required regulations/certifications for the practicum site (i.e., CPR, background check, immunizations, etc.). These certifications should be completed prior to starting the practicum.