

IN COMPARATIVE, INTERNATIONAL AND DEVELOPMENT EDUCATION  
CIE1002 (half course)

The Practicum in Comparative, International and Development Education is intended to provide students with practical experience and an opportunity to apply skills and knowledge gained from participation in the Comparative, International and Development Education Collaborative Program. The intent is to allow students to obtain practical experience through a practicum placement at a development NGO or other organization active in international education, such as an international program in a tertiary education or governmental setting. The Practicum in Comparative, International and Development Education form is available from the CIDE office, 7-107, or online at: <http://cide.oise.utoronto.ca>. The form sets forth the details of an academic contract between the student, the CIDE supervisor, and the Professional Mentor from the host organization. It spells out the responsibility of each and makes explicit their mutual expectations. Careful attention to the development of the shared expectations will help ensure that the administrative requirements are taken care of swiftly and attention can be focused on the practicum.

Arrangements for the practicum placement and selection of a CIDE supervisor are the responsibility of the individual student. The course will be open to students who have completed the core CIDE course CIE 1001, and at least one other CIDE course.

Note: Students who have previously taken CTL6797 are prohibited from taking this course.

### Practicum Proposal Guidelines

#### Practicum Title

Two course titles must be submitted as follows:

(i) A clear, relatively short title which indicates the nature of the practicum, and is understandable to the various nonspecialists who must review the proposal. **It is important that the title not duplicate any existing course title in the OISE/UT Bulletin.**

(ii) A shortened version of the title which must not exceed 30 characters (including spaces). This title will be entered on the computer and will appear on various official records, including transcripts.

#### Description of the Practicum

In this section an outline of practicum placement should be presented. **This description should not simply repeat the title, but should describe the scope and purpose of the placement, identify the professional mentor in the placement organization, and lay out concrete objectives for the practicum.** The Practicum (minimum 40 hours) must include some element of program planning, research, evaluation, or curriculum planning. If the relationship between the topic and the field of education is not obvious, a description of the relationship should be included. Care should be taken that the topic as described is roughly equivalent in scope to the work required in a half-course.

#### Frequency and Length of Practicum

This section of the proposal should provide a time line for the practicum with concrete objectives, deadlines etc. The practicum will include not fewer than 40 hours of field placement over a period of one semester. At minimum, three meetings with the Faculty supervisor should be arranged, and five with the Professional Mentor in the placement organization.

#### Rationale for Taking the Practicum

In one paragraph, identify the key learning objectives for the practicum, and relate them to your program of study.

**You are not registered in the Practicum until the required form is submitted with all the necessary signatures both to the Registrar's Office, Graduate Studies Unit, and to the CIDE office. The form must be submitted by September 5 for Fall Session and full year courses, by December 15 for Winter Session courses, and by June 15 for Summer Session courses.**

**Additional Guidelines**

Supervision and Role of the Professional Mentor

The practicum will be co-supervised by a CIDE-affiliated faculty member and a professional mentor in the practicum sponsoring organization. The professional mentor in the field placement will be asked to fill in a simple evaluation form twice during the placement, once after the fourth week and once after the final week of the field placement. This evaluation form will address the following questions:

1. Is the student fulfilling/has the student fulfilled the full practicum placement hours?
2. Is the student meeting/has the student met the learning goals established in the proposal developed at the beginning of the placement?
3. Can you comment on the quality of the student's contribution to the organization through the practicum?

In addition the faculty supervisor and the professional mentor will have a brief discussion to review the final portfolio submitted by the student as part of the practicum expectations.

Description of Required Coursework, Grading Scheme and Course Schedule

All practicum will have three graded components:

- 1) Development of a proposal that includes main learning goals, identification of a field site, and selection of a field based mentor (15%). Must be submitted with faculty and mentor signatures ONE MONTH before commencement of semester in which the practicum is taken.
- 2) Completion of the practicum itself (minimum of 40 hours of on-site work) (45%). Two short evaluations from the Professional Mentor will be used to assure that this component has been completed.
  - a. The Faculty Supervisor will request an interim evaluation from the professional mentor, based on the completion of a short questionnaire. This evaluation must be received and communicated to the student BEFORE the drop course deadline, typically after the fourth week of placement.
  - b. The Faculty Supervisor will also request a final report from the professional mentor a minimum of two weeks BEFORE the grade submission deadline in the semester in which the practicum is taken.
- 3) A final "portfolio" assignment that should include some combination of a short reflection paper (10-12 pages) on knowledge gained during the practicum, and evidence of any work completed during the practicum itself (40%). The portfolio must be submitted to both the faculty supervisor and the professional mentor two weeks BEFORE the grade submission deadline for the semester in which the practicum is taken.

This course is a **Credit/No Credit course**. The Faculty Supervisor will allocate the final grade.

**PRACTICUM IN COMPARATIVE INTERNATIONAL DEVELOPMENT EDUCATION  
CIE1002**

Please type or print legibly, and return the completed form to the Registrar's Office, Graduate Studies Unit, 4th Floor, by **September 5** for Fall Session and full year courses, by **December 15** for Winter Session courses, by **April 15** for Summer Session, first term courses, and by **June 15** for Summer Session, second term courses.

**Please refer to the Guidelines before completing this form.**

Student Name: \_\_\_\_\_ Student Number: \_\_\_\_\_

Address: \_\_\_\_\_ OISE/UT Department: \_\_\_\_\_

\_\_\_\_\_ Degree Program: \_\_\_\_\_

Telephone (Day): \_\_\_\_\_  Part-Time  Full-Time

Email Address: \_\_\_\_\_

**Completion of pre-requisites (give semester/course numbers):**

1. CIE 1001 completed in: \_\_\_\_\_ AND

2. CIDE Core or Affiliated Course (Title): \_\_\_\_\_

(Course Number): \_\_\_\_\_ Completed in: \_\_\_\_\_

**CIDE Practicum Course Number CIE1002 (Half course)** Year: \_\_\_\_\_ Session (Fall, etc.): \_\_\_\_\_

Practicum Title (expanded version - clearly indicate content):

Practicum Title (shortened version for ROSI - not to exceed 30 characters, including spaces):

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Practicum Supervisor (CIDE Faculty): \_\_\_\_\_ OISE/UT Dept.: \_\_\_\_\_

Description of Practicum:

Professional Mentor: \_\_\_\_\_ Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Information: \_\_\_\_\_

Student's Detailed Rationale for Taking Practicum (its place in student's program, lack of other courses, special interests, etc.):

**Tentative Schedule and Deadlines for Practicum:**

**A. Meetings with Faculty (3):**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

**B. Meetings with Professional Mentor (5):**

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_  
4. \_\_\_\_\_ 5. \_\_\_\_\_

**C. Work Schedule:**

**D. Date for First Evaluation  
(Professional Mentor):** \_\_\_\_\_

**F. Date for Final Evaluation  
(Professional Mentor):** \_\_\_\_\_

**E. Date for Submission of  
Final Portfolio Assignment:** \_\_\_\_\_

**G. Final Grade Due:** \_\_\_\_\_

Student Name: \_\_\_\_\_

Signature of Student: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Practicum Supervisor  
(CIDE Faculty): \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Professional Mentor: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of CIDE Director: \_\_\_\_\_

Date: \_\_\_\_\_

**I. Faculty supervisors are responsible for ensuring that the following THREE course components are completed.**

1. Proposal (15%)
2. Practicum hours - 40 in total (45%)
3. Final Portfolio (including short reflection paper) (40%).

**II. The Faculty supervisor must seek two evaluations from the Professional Mentor.**

1. An interim evaluation, before the course drop deadline.
2. A final evaluation, to ensure that practicum hours were completed and to review achievements based on submission of the final portfolio.

**III. Evaluations from the Professional Mentor can be conducted through electronic mail and/or by telephone.**

**Three questions should be addressed:**

- Is the student fulfilling/ has the student fulfilled the full practicum placement hours?
- Is the student meeting/has the student met the learning goals established in the proposal developed at the beginning of the placement?
- Can you comment on the quality of the student's contribution to the organization through the practicum?

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Please ensure that you receive a copy of the student's application, in particular the Tentative Schedule and Deadlines for the Practicum from the student. This schedule includes the dates the student will meet with you (three meetings), and with the Professional Mentor (five meetings).

The practicum will be co-supervised by a CIDE faculty member and yourself (a professional mentor in the practicum sponsoring organization).

**Please request a copy of the student's proposal, including the first few pages that describe the practicum.**

### **I. In preparation for the practicum:**

The student should arrange a time with you to lay out the concrete objectives, deadlines and meeting dates for the practicum. The Practicum (minimum 40 hours) must include some element of program planning, research, evaluation, or curriculum planning. In order to coincide with the University's credit system, the practicum's objectives should occur within one semester (September - December; January - April; May - June; July - August; May - August).

Only after the University Registrar's approval is the student officially allowed to begin the practicum for credit.

### **II. During the practicum:**

The student and you are expected to meet a minimum of five times over the course of their placement. These dates should be stated in the student's proposal.

The student's faculty supervisor will seek two written evaluations from you: 1. An interim evaluation after the fourth week of the practicum (i.e., before the student's University course drop deadline); 2. A final evaluation during the final week of the field placement, to ensure that practicum hours were completed and to review achievements based on submission of the final portfolio. In addition the faculty supervisor and you will have a brief discussion to review the final portfolio submitted by the student as part of the practicum expectations. The evaluations can be conducted through electronic mail and/or by telephone.

The evaluations should address the following three questions:

- Is the student fulfilling/ has the student fulfilled the full practicum placement hours?
- Is the student meeting/has the student met the learning goals established in the proposal developed at the beginning of the placement?
- Can you comment on the quality of the student's contribution to the organization through the practicum?

As described in the proposal, the student will write a final "portfolio" assignment that should include some combination of a short reflection paper (10-12 pages) on knowledge gained during the practicum, and evidence of any work completed during the practicum itself (40%). The portfolio must be submitted to both the faculty supervisor and you (the professional mentor) two weeks before the student's grade submission deadline.

### **III. Grading:**

The student's grade of pass/fail will be assigned by the faculty supervisor, based on the student's final portfolio, including a short reflection paper (40%), the practicum hours and your evaluation (45%) and the student's original proposal (15%).