



## ARRANGING YOUR OWN PRACTICUMS

BKIN, BScKIN, and BARST students may arrange your own practicum placements under the following conditions:

1. The practicum desired is an appropriate experience and related to your areas of study.
2. The agency is prepared to pay the **Practicum Administration Fee** to the University of Alberta (\$200 for full time placements and \$100 for part time placements).  
**Students must inform the prospective agency supervisor of this fee!**  
  
\*There is **NO** administration fee for those Health Care Agencies who have current Affiliation Agreements with the U of A (e.g. Health Care Facilities; Physiotherapy/Rehabilitation clinics - see Practicum Supervisor for more details) or International Agencies.
3. The agency is knowledgeable about the Professional Practicum Program, and is prepared to register their profile on the Practicum Website and upload a detailed position description within the required timelines.
4. Students are prepared to make personal contact with the agency and supervisor, and will make all necessary arrangements for travel and accommodations (if required), security checks, and any other required documentation or requirements, at the student's expense.
5. All Students must attend the appropriate **Practicum Placement Seminar** prior to commencing the process and follow the placement process requirements and timelines for securing an appropriate placement.
6. All Students must attend the appropriate **Practicum Orientation Seminar** on the U of A Campus prior to commencing their practicum with an agency.
7. Students cannot be paid a salary or wage for work completed as part of the Professional Practicum.
8. The Placement Agency does not regularly offer positions in the Professional Practicum Program otherwise the position is up for competition within the placement timelines for that term. No practicum position can be "RESERVED" in advance so all students have equal access to previously developed placements.



9. Ideally students should be in their final year of their program. Students must have completed all core courses, the required pre-requisite courses in their area of concentration and possess specified certifications to complete practicums in highly specialized content areas (e.g. Exercise rehabilitation; fitness prescription; cardiac rehabilitation; recreation therapy; athletic therapy; athletic training and development; and tourism, to name a few).
10. Students creating their own placement will not go through the normal interview process. Specifically, students cannot interview other agencies who have applied for students for that term for the sake of getting interview experience.

## INTERNATIONAL PRACTICUM PLACEMENTS

1. Students wanting an International Placement are prepared to make personal contact with the agency and supervisor, and will make all necessary arrangements for visas, passports, travel, accommodations, extended health care and any other required documentation or requirements, at the student's expense.
2. Students seeking an International Placement must meet with the Practicum Supervisor to confirm their intent to create their own placement **at least one academic year in advance** of the practicum term.
3. Students must follow the placement process requirements and timelines for securing an appropriate placement.
4. Students must have a minimum of 2.7 (B-) accumulated GPA for International Placements. If the minimum GPA is not attained prior to the commencement of the placement, the placement shall be cancelled.
5. Students understand that some International Placements may take up to one year (or longer) to arrange, finalize, and have appropriate visas in place.