**Practicum Checklist for Students**

This checklist summarizes the steps that the student is responsible for regarding their practicum. It covers the time period from immediately after the student has been interviewed and accepted at a practicum site to the completion of the practicum. Forms are available on the program’s website.

**BEFORE THE START OF THE PRACTICUM:**

* Student to provide the supervisor the following documents immediately upon being accepted (ask supervisor if they prefer to have the documents in electronic or paper format or both):
	+ The Practicum Checklist for Students
	+ The Practicum Contract form
	+ The Individualized Goal Setting Document
	+ The Practicum Student Evaluation form (make sure it is the most updated version).

**WITHIN THE FIRST TWO WEEKS OF THE START OF THE PRACTICUM:**

* With primary supervisor, complete electronically the information on the *Practicum Contract* (print and sign and scan into a PDF file, or provide an electronic signature)
* With primary supervisor, complete the *Individualized Goal Setting Document*
* Provide the Practicum Placement Coordinator (clinprac@uvic.ca) with an electronic copy of the *Practicum Contract*.

**MID-PRACTICUM:**

* Book a mid-practicum review with the supervisor.

This can be done formally with a specific structure and written feedback from the supervisor or informally as a general discussion, but should include an open discussion of how the supervisor feels the student is doing (strengths and areas to work on) and identification of any issues or problems that require remediation. It may involve revision of the practicum goals.

**END OF PRACTICUM:**

* Complete the first section of the Practicum Student Evaluation and provide it electronically to your supervisor(s) (or in paper copy if that is the supervisor’s preference). Provide it ahead of time so the supervisor(s) can write the evaluation prior to your in-person meeting (ask them when they need it by).
* Book a final evaluation meeting with your supervisor(s) – to occur after all client contact is but no later than 1 month after the practicum completion. Discuss the timing of this meeting with your supervisor(s) at least one month prior to the end of the practicum so that your supervisor has sufficient time to write their evaluation and in order to make sure there is time in both of your schedules. At the meeting, you will discuss your practicum experience and the supervisor’s written evaluation of you. You should receive a paper copy of the evaluation from your supervisor(s) with their signature.
* Complete the student comment section of your evaluation and sign it.
* Within 5 weeks of the completion of your practicum, provide to the Practicum Placement Coordinator (electronically at clinprac@uvic.ca).
* Check approximately 1 term later to make sure your grade change has been submitted (note: if you are still completing other components of the practicum at other sites, the grade change will not be done until all of the evaluations have been received.) If the grade has not been changed on your records once all of the components are completed, let the Practicum Placement Coordinator know.