



# Ashton College

## Student Practicum Agreement

Practicums will only be available to students who have successfully passed all courses and are up to date with tuition payments. **Practicums are arranged in public AND private facilities, businesses and agencies.** Ashton College ensures that each practicum placement meets the requirements for hands-on and supported experiences.

Practicums must be started immediately after all modules are done to complete the program on the scheduled end date. Any delay in commencing a practicum will affect funding agencies. As a result, the student is responsible to have all required documents (the Student Success Coordinator will provide a checklist in your first week of classes) submitted to the Student Success Coordinator no later than two months prior to their scheduled practicum start date. Failure to provide this documentation will result in being withheld from a practicum assignment until all required documents are satisfactorily completed and submitted. Students will be assigned and notified of their practicum placement by the Student Success Coordinator. All efforts will be made to give as much notice as possible.

**Practicums are not assigned based on any personal preference, location or potential for employment opportunity. While student's input will be considered, once a practicum is assigned the decision is final. Students are responsible to make all necessary arrangements for childcare, existing work schedules, transportation, etc. Failure to make these arrangements may result in being withheld from practicum until arrangements can be made.**

Students will be given a minimum of 1 option to a maximum of 3 options for the practicum depending on their program, within a radius of 50 km from a student's residential address. If all options are refused, the student will be required to complete a Capstone project to graduate. All acceptance or refusals of a practicum must be done in writing to the Student Success Coordinator.

### Additional Practicum Guidelines:

- Practicum hours are full time and facility-dictated. The student may be required to work days, evenings and weekends.
- Students must have a practicum resume. The resume should contain the student's interests, professional, educational and personal histories. This will allow for the communication of the student's interests with the Student Success Coordinator and site supervisor.
- Some sites require evidence of additional immunizations. The student is responsible for meeting the immunization requirements of the site. All costs associated with immunizations and testing are the responsible of the student. Students who do not meet site-specific requirements will not be allowed to attend the practicum which may impact their graduation date.
- A practicum does not guarantee employment. The Student Success Coordinator will work with each student on their resume, cover letter and interview questions.



## Ashton College

Ashton College will work to place students in a timely manner; however, placement is dependent upon facility capacity, special considerations needed by the student and prerequisite completion. By signing below, you understand and accept that the practicum placement may be affected by these conditions.

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

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

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