Practicum

Administrative Process

February 2014
Step 1

Formulation & Submission of Proposal Report

• Enroll in “Practicum Forum” on eLearning: Key - ckzfaq89
  This serves as the Forum for all Practicum/Business Plan Resources & Materials

• Sec. 2: New Authentic Practicum Model - January 2013
  Use the “Framework for Practicum Proposal Outline” document to prepare your Practicum Proposal

• Proposal Reports must then be sent to: E.Dookran@lokjackgsb.edu.tt
Proposals would then be submitted to assigned Evaluators who would review proposals assessing basically the overall practicality and feasibility of the proposal.

Evaluators would then relay comments on their assessment which would then result in one of two scenarios:

1. The student/group being required to incorporate comments, make adjustments to proposal and re-submit.

2. The assignment of a Practicum Supervisor
Step 3
Assignment of Advisor

An Official Assignment email would be forwarded to the student/group outlining:

1. Practicum Supervisor Name
2. Email Address

The Practicum Deadline will then be 6 months from the date of the First Official Meeting with the Company, Student Team & Practicum Supervisor.

The Practicum Supervisor would provide alternate contacts (Skype/Mobile) if he/she so desires.
Step 4

Period of Supervision
(General Guidelines & Expectations)

• The role of the advisor: Strictly for guidance and support.

Advisors are NOT required to source, collect any research, materials, readings, etc. or conduct any writings for the student. The advisor may however point the student in the right direction.

The advisor cannot, at any point, guarantee a grade. This is arrived at with the marking process and is dependent on the efforts, diligence and hard work of the student(s).

Advisors are not required to follow up with students when corrections, work, tasks or deadlines are given for drafts. The student is responsible for implementing corrections, completing tasks and meeting deadlines.
• **The Expectations of the Student**

Students are expected to work consistently over the 6 month period, meet deadlines, submit drafts when necessary.

Students are advised to use recordable media i.e. Emails, Online chats, faxes.

Students & advisors are MUST save ALL correspondence to and from each other – the information may be required as support where conflicts may arise.

For full list of expectations see *Roles & Responsibilities* document available on the eLearning Practicum Forum
• **Requests for Extensions**

Students are required to complete the “Practicum Extension Request Form” and forward to the Practicum Officer at least one month before the original deadline date.

Location: **Practicum Forum: Section 6** - General Practicum/Business Plan Guidelines & Resources

Please note:

• Extensions are granted based on Practicum Supervisor’s Approval
• One form must be filled per member
• Student/group is entitled to ONE extension request
• Maximum of 3 months extension granted to student/group
• There’s no penalty on marks or the achievement of Distinction where an extension is requested & granted.
Step 5
Submission & Grading Process

• Please be guided by the Practicum – Final Submission Checklist document
  Location: Practicum Forum: Section 6 - General Practicum/Business Plan Guidelines & Resources

• Grading - 6 weeks total – two markers
  Grades to be Posted to Banner and student informed of Posting & Graduation details

• Nomination for Award of Degree & Graduation to be forwarded to the UWI as long as all other requirements have been met

Yearly Deadline that Guarantees Student Graduation: 31st July
General Information

• Collection of Certificates

As long as the degree has been awarded, students are now able to apply for and collect their official certificates in two other trimesters for the year other than Sep-Dec.

• Criteria for Distinction

70%+ Course Average
No failures
Grade A in Practicum
Important Notices:

- The marking process involves separate markers who would review and agree on a mark; therefore the final mark awarded reflects the evaluation of the Business Plan by experts in the area.

The final mark awarded for the practicum therefore is reflective of the quality of the Process and as such, there is no process for a review, consultation or remark of a practicum as is the case with an examinable courses.
Please be reminded that as per UWI regulations, students must be registered (‘active’) in every trimester for the entire duration of their programme, i.e. until they are awarded their degrees.

1. **If you have completed all Core & Elective Courses...**
then continue to register for practicum course for every trimester onward until your degree is awarded. Rest assured that it is quite normal for students who have already submitted and received their practicum grade to continue registering for it; this is done simply to remain “active”.

2. **If you are still conducting/re-sitting a course(s) but will not be submitting your practicum in the same trimester ...**
then do not register for the practicum. Once you register for the relevant course(s) you would already be “active” therefore it would not be necessary to use the practicum course for this purpose. After this trimester, as long as you have no more outstanding core & elective courses, scenario 1 would apply.

3. **If you are still conducting/re-sitting a course(s) AND submitting your Practicum in the same trimester ...**
then register for the practicum in addition to the relevant course(s) as students must be registered for the practicum in the trimester in which they are submitting so that the grade can be posted accordingly. After this trimester, as long as you have no more outstanding core & elective courses, scenario 1 would apply.

4. **If you are conducting/re-sitting a course(s) in a trimester after the one in which you have already submitted your practicum ...**
then register for that course(s) only and do not register for the practicum. You would already be “active” therefore it would not be necessary to use the practicum course for this purpose. After this trimester, as long as you have no more outstanding core & elective courses, scenario 1 would apply.
Late fees can result if the aforementioned registration guidelines are not adhered to and the award of your degree and your invitation to graduation can be withheld unless you are financially cleared. As we wish to alleviate you from this possible dilemma, please ensure that this is done.

If you do not receive notification of the online registration periods please contact your LAO/PC before the trimester begins. It is also quite practical to attempt to register in the first week of the months January, May & September.