

## PRACTICUM TASK LIST – WINTER 2016

Final date to drop all undergraduate courses, including Practicum, without Academic Penalty is Friday, April 27, 2016, as per the Undergraduate Calendar:

<http://www.ryerson.ca/currentstudents/calendars/significant-dates/enrolment-and-feesdates.html>

<b>WORKSHOP and RATIONALE</b>		
1	Workshop attendance	August 28, 2015
2	Project determination	
3	Site determination	
4	<b>Rationale</b> to Director for approval	September 25, 2015
<b>PRACTICUM CONTRACT</b>		
5	First draft, review, refine	ASAP
6	Submit to Faculty Advisor (FA)	By November 27, 2015
7	Appointment with Faculty Advisor	
8	FA approves for submission to Director	
9	Submit <b>FIRST</b> copy of <b>CONTRACT</b> and <b>TIMELINE</b> to Director	<b>December 11, 2015</b>
10	Feedback from Director	
11	Submit Final Contract to Director (in order to be enrolled for January)	<b>December 18, 2015</b>
<b>PROJECT PROPOSAL</b>		
12	Submit to Faculty Advisor for approval	Before Seminar 1
13	Submit Proposal to Director (on approval)	<b>January 20, 2016</b>
<b>SEMINARS</b>		
14	Attend Seminar #1	<b>January 14/15/16, 2016</b>
15	Attend Seminar #2	<b>February 25/26/27, 2016</b>
16	Attend Seminar #3	<b>April 7/8/9, 2016</b>
<b>OTHER</b>		

17	Registration by Department (based on first contract submission)	By December 22, 2015
18	Book appointment with Writing Centre	ASAP
19	Director's Site Visits	After Seminar 2
<b>JOURNAL and SITE ATTENDANCE</b>		
20	Entries – daily/weekly	Ongoing
21	Submit electronically to Director (by Seminar #2)	<b>February 25, 2016</b>
22	Submit final electronically to Director (by Seminar #3)	<b>April 7, 2016</b>
<b>REPORT/PRODUCT</b>		
23	Prepare format of Report/Product	After Seminar 2 (February 29, 2016)
24	Submit Final Draft to Faculty Advisor & Preceptor	March 31, 2016
25	Obtain Feedback from Faculty Advisor	
26	Obtain Feedback from Preceptor	
27	Submit final Report/Product to Director	<b>April 15, 2016</b>
28	Feedback from Director	
29	Re-submit Final Report with corrections	As indicated
30	Submit copy of Final Report to Preceptor when approved by Director	TBA
31	Await Grade Report from Records and Registration	
<b>PRESENTATION MATERIAL</b>		
32	<b>Seminar 1</b> – Submit to Faculty Advisor	January 12, 2016
33	Submit to Director	January 14, 2016
34	<b>Seminar 2</b> – Submit to Faculty Advisor	February 23, 2016
35	Submit to Director	February 25, 2016
36	<b>Seminar 3</b> – Submit to Faculty Advisor	April 5, 2016
37	Submit to Director	April 7, 2016