



THE UNIVERSITY OF
WINNIPEG

University of Winnipeg
Master of Arts in Indigenous Governance
Practicum Guidelines
Student Information Packet

Practicum Guidelines

Introduction

The Department of Indigenous Studies recognizes the urgent need for applied practitioners in the area of Indigenous Governance. We believe that an applied approach is valuable and consistent with the intellectual rigor of our program, and is strongly related to understanding indigenous ways of life and indigenous world views. The rigorous Master of Arts in Indigenous Governance (MAIG) curriculum includes one year of intensive coursework and a period of research culminating in a thesis or of applied work through the practicum experience described in these guidelines.

This guide focuses on the practicum, which may involve placements in Indigenous communities or with organizations (NGOs, government organizations, for-profit organizations, etc.) involved in matters related to Indigenous governance, as broadly understood. The practicum may consist of working within an Indigenous community (urban, rural, or mixed) or within an organization in which day to day activities allow students to directly engage in applied work. This information packet is intended for students as well as host communities and organizations seeking more information on what the host relationship entails. There is contact information included at the end of the document if you have additional questions.

Objectives

While each practicum will have a unique focus, the common objective for all MAIG practicums is to provide students with the opportunity to develop experiential learning skills and understanding of community-engaged scholarship in the field of Indigenous Governance . With the supervision of the Practicum Academic Supervisor, students will work closely will skilled practitioners and community members in order to achieve goals outlined in the Practicum Proposal.

Proposal

The proposal should be a maximum of ten pages and is subject to the approval of the Practicum Academic Supervisor and department review. The proposal should include the following information:

- Description of the practicum
- Description of host organization or community
- Location
- Details of practicum including suggested time period and weekly hours
- Goals of the practicum
- Theoretical of practical reasons to undertake practicum
- Relevance to the field of Indigenous Governance
- General and Specific Outcomes expected
- Skills to be developed
- Proposed schedule for submission of reports
- Tentative schedule for contact with the Practicum Academic Supervisor

The Practicum Committee, which consists of the Practicum Academic Supervisor and Graduate Program Coordinator, are responsible for approving the proposal based on its feasibility and relevance. If the suggested Practicum Academic Supervisor holds the role of Coordinator and Supervisor, another Faculty member will be required for the Committee. Once the proposal has been approved, the students will begin the practicum.

Logistics

Site Identification

Practicum site identification is the responsibility of the Practicum Student. The students are encouraged to approach potential Practicum Hosts but are welcome to approach Indigenous Studies Faculty members who have suggestions or contacts for potential hosts. The Practicum Site may be located in Canada or internationally. If students want to pursue international placements, they are required to take full responsibility for immigration issues, travel accommodations, budgeting and understanding other requirements of travel.

Placement length

Over a three month period, at least, students are required to complete their practicum considering the required weekly hours and scope of the practicum. A minimum of 30 hours to a maximum of 40 hours per week should be contemplated. The Practicum may be completed

within a continuous time period or interspersed – the Practicum is flexible to better meet the needs of Hosts and Students.

Supervision

It is necessary to have a Host contact, for the development of the Practicum experience and the general safety of the Student. The Host contact will not be responsible for the formal evaluation of the Practicum Student but responsible for facilitating logistics, community contacts and field work. The formal supervision and evaluation of the Practicum will be the responsibility of the Practicum Academic Supervisor, who must be a faculty member of the Department of Indigenous Studies. The Practicum Academic Supervisor may conduct on-site visits.

Safety and health

As noted above, a Host mentor or contact is required. For international practicums, Practicum Students must sign up with Registration of Canadians Abroad on the Department of Foreign Affairs and International Trade Canada's website. Practicum Students must provide the Department of Indigenous Studies with up-to-date contact information prior to engaging in the Practicum, including family or emergency contacts and photocopy of passport. It is the Practicum Student's responsibility to ensure adequate health insurance and applicable medical precautions while completing a Practicum.

The UWSA Green Shield coverage for travel abroad is:

UWSA Coverage policy	# 28556323A
Toll free number in Canada & USA	1-866-870-1898
From anywhere else, call collect	1-819-566-1898
Coverage period	60 days
Coverage maximum	\$5,000,000 per coverage per insured person
Prescription drugs	30-day supply per prescription
Private nurse	up to \$5,000
Transportation to bedside	Economy round-trip airfare up to \$3,000 per trip
Treatment of traveling companion	One-way airfare
Treatment of dental accidents	up to \$2000
Meals and accommodation	up to \$150 per day, to \$3,000 per trip
Vehicle return	Up to \$5,000
Return of deceased	Up to \$5,000
Incidental expenses	Up to \$250
Paramedics services	\$250 per profession

Please make sure that the UWSA travel benefits cover the country where your practicum is, as coverage is for only countries that do not have any travel warnings in accordance with The Ministry of Foreign Affairs and International Trade Canada.

Funding and In-kind Support

The Department of Indigenous Studies does not have the resources to support Practicums or other graduate student research. Practicum Students are expected to cover the costs themselves and are encouraged to apply for bursaries, grants, and loans. The Practicum supervisors may have access to some research funds and might be able to provide funding support at their discretion.

It is appropriate for Practicum Students to request in-kind support from Practicum Hosts, with the understanding that: 1. the Host is receiving voluntary graduate level applied work; and, 2. the Host may be able to provide in-kind support more easily than money. In-kind support may include transportation to and from the Practicum location, transportation during the Practicum, accommodations, meals, translators, office space, etc. The ability of Hosts to provide in-kind support will vary, of course, but we encourage the potential Hosts to provide some type of in-kind support. In general, Practicum students are not allowed to receive wages for the Practicum but exceptions are possible with Practicum Academic Supervisor approval under special circumstances.

Practicum Program Structure

Pre-departure preparations

The Practicum orientation will take place with the Practicum Academic Supervisor and include discussions and instructions on ethics – it is expected that the Practicum Student will also need formal ethics approval (<http://www.uwinnipeg.ca/index/research-ethics>). Note about possible community ethics requirements as well. Practicum Hosts may require Practicum Students to sign confidentiality agreements – the Practicum Academic Supervisor will consult with the Graduate Studies Coordinator for guidance.

Host orientation

Hosts may also provide an orientation session to brief the students on the history and activities of the organization and/or area/community so students may gain a broader understanding of the development challenges and initiatives.

Evaluation:

Students are evaluated on an integrated portfolio containing the following: 1.) A report of 30-35 pages including Introduction (background information, objectives of placement and expected outcomes); Literature review (with a minimum of ten peer-reviewed sources) and identification of gaps in literature/research; Self-evaluation including major lessons learned from the practicum (include at least three lessons each both at personal and professional levels); Methods, Key findings and Discussion, List of References. 2) A portfolio of practical experience that may contain sample items from projects, presentations, meetings, or other duties performed; a letter from the authorized officer of the Host organization or community for successful completion and evaluation of candidate; all Human Subjects research materials if relevant; field notes or other journals kept during the practicum – this must be in English. Students are required to present a report on the practicum in a public academic or community venue. Any additional requirements must be detailed and agreed upon before the Practicum begins.

Students are required to sign and submit the final report along with the approved proposal and the section agreement.

The Practicum portfolio will be evaluated on Pass/Fail criteria.

DEPARTMENT OF INDIGENOUS STUDIES

Student Ethics

- **Integrity:** Students will conduct themselves with the highest standard of professional and personal behavior; integrity includes honesty, being trustworthy and respectful. Students will respect the confidentiality of materials, ideas and plans, projects, and personnel as required by the Host. This may include signing a confidentiality agreement.
- **Accountability:** Students will hold themselves accountable for the duties they perform and will assume personal responsibility for quality of work and professional development. Students are to be receptive to constructive feedback, respect for and adherence to deadlines and meeting productivity through organization and attention to detail.
- **Commitment:** Students will be committed to achieving superior work and to demonstrate professionalism and understand that their work represents not just their own efforts, but the reputation of the Host and of University of Winnipeg as a whole. Beyond striving to do their

best work, students are expected to demonstrate a high energy level, be proud of their efforts and have an overall sense of purpose.

- **Teamwork:** Students will recognize that the success can depend on how we interact and cooperate with one another and should also demonstrate a positive "can do" attitude. Students will also recognize that a collaborative effort is better than an individual one and actively search for ways to involve the expertise of others to solve challenges and remain friendly, courteous.
- **Proactivity:** Students should ask themselves what they can do to help their Host, colleagues and themselves and actively look for opportunities to develop relationships, assist coworkers and are encouraged to develop decision-making experiences and judgment.
- **Creativity:** Students will be eager to participate and to share their thoughts to group activities.
- **Cost Awareness:** Students will utilize the Host's resources with the same mindfulness that they would use to conserve their own and to take pride in providing quality work using modest costs and time.

You are a member of a larger academic family – the Department of Indigenous Studies. IS holds itself and its members to the highest ethical standards of research, practice, teaching, and community engagement. If you encounter an ethical dilemma, please contact our faculty and staff for guidance. It is our duty and privilege to help.

A Few Do's

- ❖ Be polite
- ❖ Be friendly
- ❖ Be helpful
- ❖ Be respectful
- ❖ Be on time
- ❖ Be engaging
- ❖ Dress appropriately
- ❖ Ask questions
- ❖ Be appreciative
- ❖ Take responsibility for your mistakes
- ❖ Have fun!

A Few Don'ts

- ❖ Be rude, or dismissive
- ❖ Be a complainer
- ❖ Interrupt others
- ❖ Speak poorly of others
- ❖ Hide in a corner
- ❖ Misuse time and resources
- ❖ Use profanity
- ❖ Use alcohol or tobacco inappropriately
- ❖ Gossip
- ❖ Say "it's not my job!"

Section Agreement between the Practicum Student, the Practicum Academic Supervisor, and the Practicum Host

Responsibilities of Host

The Host mentor or authorized officer will:

- 1) Agree to host the student for the duration period of the Practicum
- 2) Assign tasks and responsibilities relevant to the MA/IG program
- 3) Provide a designated mentor who will:
 - a) Orient and supervise the student
 - b) Write a letter for successful completion and evaluation of the candidate's contribution. It should refer to the goals and outcomes included in the approved proposal.
- 4) Provide in-kind contributions to support the student(s) as possible
- 5) Prior to the start of the placement, provide information to the student about specific cultural or societal restrictions which may impact their experience

Responsibilities of Student

The Student will:

- 1) Submit a cover letter and resume to the Host if required
- 2) Work with or within the auspices of the Host organization or community for a minimum of 30 hours to a maximum of 40 hours per week, for a minimum of twelve weeks
- 3) Commit to making the practicum a worthwhile and educational experience, with the practicum experience as the student's first priority
- 4) Follow the guidance of the designated mentor and work within the guidelines of the program as established by the Host
- 5) Use respect and common-sense in daily interactions both with the Host during working hours and during free time
- 6) Abide by the designated mentor's recommendations regarding safety and confidentiality issues
- 7) Meet the academic requirements for the practicum as detailed in student's proposal approved.
- 8) Submit progress reports documenting the practicum activities on monthly basis, or shorter periods if required by the Practicum Academic Supervisor.
- 9) Provide the final report applying university thesis guidelines, as applicable.
- 10) Participate in the public presentation of the Practicum experience.

Responsibilities of the University of Winnipeg MA/IG Program

The Department of Indigenous Studies, through the Practicum Academic Supervisor shall:

- 1) Ensure that only motivated, well-qualified students will take part in the practicum
- 2) Provide this Host Practicum Information Guideline to the Host institution
- 3) Maintain contact with the Host and student(s), and provide support to both the student and the Host as needed
- 4) Work with the Host mentor to resolve any issues that may arise
- 5) Evaluate the progress reports submitted by the student and provide a cumulative evaluation at the end of the practicum
- 6) Recommend to the Practicum Committee the immediate termination of the Practicum if reasons show the impossibility of fulfilling the objectives
- 7) Meet with the other member of the Practicum Committee, evaluate and establish the student's final grade that should be reported

Emergency Plan for Crisis Management

The Host will:

- Assign a designated contact person(s) for emergency response
- Serve as primary line of contact for students in the event of a situation of crisis management
- Obtain contact information from MA/IG students for family or others to contact in the event of an emergency
- Inform MA/IG Program Coordinator of any emergencies

The Department of Indigenous Studies will:

- Assign a designated contact person for emergency response Gabriel R. Nemogá, Chair Graduate Program at g.nemoga@uwinnipeg.ca, 204-258-9933, Julie Pelletier – Dept. Chair at ju.pelletier@uwinnipeg.ca 204-230-4197, and Jenna Neepin Department Assistant at 204-786-9305)
- Obtain contact information from MA/IG students for family or others to contact in the event of an emergency
- Obtain contact information from Host re: designated emergency response.

The Student will:

- Ensure that he/she has adequate medical insurance and obtained applicable medical treatments (vaccines, etc).
- Comply with recommendations made by the Host mentor regarding the necessity to seek medical assistance
- Comply with the general guidelines by the Host for the placement and any special guidelines that may be issued in an emergency, including any limitation of freedom of movement
- Ensure personally that all relevant personal information has been provided to the Host, the MA/IG Program Coordinator, and the relevant embassy

- In cooperation with Host, to abide by any guidelines and recommendations issued by relevant international bodies (e.g. UN agencies), in a state of emergency and to familiarize himself/herself with any contingency plan produced for foreign nationals residing in the country, if relevant

Minor Accidents/Illness

All partners:

Medical care: The Host mentor will obtain all the necessary information about the situation, and will ensure that the student is given proper medical care at a local facility.

Information: The Host mentor will convey all necessary information to the MA/IG Program Coordinator. The Host mentor will maintain good contact with those involved, through email or regular telephone calls, according to need.

Accidents/serious illness/other major incidents

All partners:

In the event of an emergency, such as a serious accident, the Host organization taking the emergency call shall:

1. Take note of the name and telephone number of the person calling to report the emergency, ask for the exact location, and establish the extent of the emergency and who is involved.
2. Contact the designated contact person (see above) immediately.
3. The designated contact person shall then obtain as much information as possible.
4. The designated contact person informs the rest of the partnership. An assessment will be made as to what measures to instigate.

Additional responsibilities of all partners:

- In the event of war or natural disasters, the designated contact person of the Host organization in the country affected, and the participants will consult relevant international agencies for security updates.
- The Host organization and students should comply with any evacuation order and procedures prescribed by the relevant international agencies.

Termination of this Agreement

Any part to this section Agreement may terminate it any time by giving notice in writing to all other parties at the addresses given in this section agreement.

Agreement to Terms and Conditions

By their signatures, the parties signify their agreement to the terms and conditions set out in this Agreement.

University of Winnipeg – Master of Arts in Indigenous Governance

Signature: _____ Date: _____

Practicum Academic Supervisor

Chair Graduate Program

STUDENT

Signature: _____ Date: _____

–

Name of Student:

Number of Student: _ _ _ _ _

Host

Signature: _____ Date: _____

Authorized Signing Officer:
