SCIENCE 3RP3 RESEARCH PRACTICUM COURSE APPLICATION

Deadlines:
- Fall, Term 1: August 5th
- Winter, Term 2: December 6th
- Fall/Winter, Term 3: August 5th
- Spring, Term 1 or 3: April 5th
- Summer, Term 2: May 24th

Submit your complete application to the Science Career and Co-operative Education Office in BSB-127.

I wish to be considered for permission to enroll in:

☐ SCIENCE 3RP3
☐ Fall/Winter  ☐ Term 1  ☐ Term 2
☐ Spring/Summer  ☐ Term 1  ☐ Term 2

STEP 1. Student completes this section.
I concur with and accept the academic and work assignments indicated in the associated learning contract. I agree to complete all work assignments promptly and to the best of my ability. I agree to familiarize myself with and to adhere to the relevant organizational policies and procedures including those related to health and safety and the appropriate standards of ethical conduct. Further, I understand that I will seek workplace safety training prior to the placement commencing.

Student Name: _________________________  Student No. ________________________
Current Program: ___________________________  Email Address: ___________________________

STEP 2. Research Practicum Guidelines

Students wishing to complete a Research Practicum must seek the support of a supervisor:

a) An academic supervisor to evaluate the relevance of the placement to the student’s academic program and the knowledge/experience gained by the student. Supervisors must be a Faculty member or Associate member of the Faculty of Science at McMaster University.

STEP 2A. Academic Supervisor completes this section.
I have discussed and negotiated with the student the academic component and evaluation as indicated in the learning contract. I concur with the stipulations of this agreement. I further agree to be available to meet with the student to discuss the placement experience and academic component associated with it.

Supervisor Name: ___________________________  Signature: ___________________________
Department: ___________________________  Office Address: ___________________________
Telephone: ___________________________  Ext: _______  McMaster Email: ___________________________

Are you planning an extended absence during the student’s time under your supervision? Yes ☐ No ☐
If yes, please detail on the reverse how the student will be supervised in your absence. Details will be reviewed by the Course Coordinator for approval.

STEP 3. Return this form to the Science Career and Co-operative Education Office (BSB-127) before the published due date. Make sure to include your completed learning contract.
Complete Learning Contract

STEP 2B. **Academic Component (jointly determined by the Student and Academic Supervisor)**

Identify one or more learning objectives in each of the following categories, with methods of evaluation, and target completion date for each objective.

- **Academic Learning & Application**: related to the ideas, concepts or theories of your field of study.
- **Skill development**: oral and written communication, problem-solving, decision-making, teamwork, skills specific to the occupation.
- **Personal development**: career exploration, self-confidence, sensitivity, appreciation of diversity, clarification of values.

You can use this table to organize the learning objectives associated with your placement.

<table>
<thead>
<tr>
<th>Learning Objective</th>
<th>Task &amp; Strategies (how I'm going to learn it)</th>
<th>Evidence of Accomplishment (how I'm going to show I learned it)</th>
<th>Methods of Evaluation (How I will be evaluated)</th>
<th>Completion Date</th>
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</thead>
<tbody>
<tr>
<td><strong>Academic Learning and Application</strong></td>
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<td><strong>Skill Development</strong></td>
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<td><strong>Personal Development</strong></td>
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Work Component/Job Description (determined by the Student and Academic Supervisor)
Describe/list your job responsibilities and learning opportunities. Be as specific as possible when listing duties. Projects, meetings, training, informational interviews with professionals, etc.

Evaluation (jointly determined by the Student and Academic Supervisor)
Describe in detail how learning will be evaluated (i.e. monthly logs, mid-term & final site evaluations, research paper, portfolio, webpage or class/public presentation). Please include the weighting (ie: %) of each component being evaluated.

Reflection (completed by the Student at the conclusion of the practicum).
Write a 500 word reflection about your placement experience based on your learning objectives. The Reflection should be submitted to your Academic Supervisor for review and evaluation.

FOR SCCE OFFICE USE ONLY:
☐ Registered in/Completed Science 2C00 Date ____________________________
☐ Confirmation of Placement Supervisor Date ____________________________
☐ Confirmation of Academic Supervisor Date ____________________________
☐ Work/Education Placement Agreement Form Date ____________________________

Course Coordinator Signature ____________________________ Date ____________________________