

Ryerson University / York University
JOINT GRADUATE PROGRAM IN COMMUNICATION AND CULTURE

GUIDELINES FOR FIELD PLACEMENT

This guideline provides an overview of the procedures, detailed instructions, responsibilities and forms for a Field Placement.

CMCT 6909 3.0 Field Placement (half course) (minimum of 120 hours of field work)
CMCT 6909 6.0 Field Placement (full course) (minimum of 240 hours of field work).

Field Placements provide a mechanism for students to earn academic credit for relevant work experience (paid or unpaid), normally outside the university. Field placements must be related to communication and culture and to the student's learning objectives in the program. Field placements offer students the opportunity to link theory with practice, to conduct empirical research, to learn about professional practices in organizations in the field of communication and culture, and to gain appropriate work experience.

Overview

The Field Placement is a graded course, normally completed during one term with the Final Report deadline on or before the last day of classes for that term, whether or not the work placement extends beyond that timeframe. The Student is responsible for arranging with a faculty member to supervise the field placement and to submit a written proposal for the field placement for approval by that faculty member (the Faculty Supervisor) and the student's faculty advisor (or the Graduate Program Director). The Faculty Supervisor, a member of the Comcult program, is the Instructor for the course for that student and assigns the grade for the work. The Field Supervisor is the on-site person who is in charge of the student's activities and obligations in the Field Placement.

Students are advised to begin their arrangements and proposal well before the start of the term in which they will be registered in the Field Placement. **The signed request form, proposal and insurance coverage forms, must be submitted to the Program office at least two weeks prior to the term in which the placement is held. If your Field Placement requires research ethics you must submit the forms at least 4-6 weeks before the placement start date.**

Related Forms (all available at <http://cmct.gradstudies.yorku.ca/forms-ma/>):

- Request for Enrolment in Field Placement:**
To officially register in a field placement course, this form must be completed and signed by the Faculty and Field Supervisors and Program Director, and returned to the Program Office on or before the last day to add a course in the term of placement registration.
- Student Report on Field Placement – Cover Sheet**
This form must be completed and attached to the Field Placement Report for submission to the Faculty Supervisor.
- Field Placement Supervisor Evaluation**
The Field Supervisor, after completing the evaluation, may forward this form to the Faculty Supervisor via the student or send the form directly to the Faculty Supervisor.

Prerequisites and Limitations

- Field Placements are not normally open to PhD students.
- Field Placements are not normally permitted in the first term of study.
- The MA program does not allow more than 2 credits in total of independent study courses.

- A student who conducts self-designed research or project activities under the direction of a faculty member without the involvement of an outside supervisor will normally be registered for Individual Directed Study rather than Field Placement.

Detailed Guidelines for Field Placement

1. **The Nature and Objectives of Field Placements**

These are set out in the course overview above.

2. **Guidelines for Project Formulation by the Student**

- a. The student is expected to seek an employment opportunity, a voluntary position, or work on project that is related to the study of communication and culture and the student's academic objectives. Present and former employers, professors, advisors, and members of the Program's Advisory Council may be helpful in suggesting appropriate Field Placements. Whether a paid or unpaid placement is being sought, it is important to begin the search early. **Given the competition for jobs in communication and culture, even for voluntary internships, the Program is not in a position to guarantee that placements will be available.**
- b. The student should work with the Faculty Supervisor and the Field Supervisor to develop a work plan that will contribute to the student's learning objectives.
- c. The Proposal must contain Learning objectives – 3-5 clearly written learning objectives that link theory to practice and can be accomplished in the timeframe for placement. Please remember that you may need to insert several graduate level activities (research, study, analysis, comparisons, applications of theories, etc) into the position which may be outside of what the employer is expecting from the existing position.

3. **Registration Procedures for Field Placement**

- Complete the form Request for Enrolment in Field Placement and obtain the required signatures.
- Submit the approved form and Course Action form to the Program Office before the final date to Add Courses.

When details of the Field Placement are unavailable prior to registration (for example, when the Field Placement is undertaken outside the Greater Toronto Area), these details may be provided as an Addendum to the request form within three weeks of commencement of the placement. In rare cases, the terms of reference of the Field Placement may change significantly once the student is involved in the field activity. In such cases, approval from the Graduate Program Director is required. Revised terms of reference must be submitted to the appropriate Program Office as soon as practicable. Approval is also required for a change in the Field Supervisor.

4. **Sequence of Field Placement Activities**

- a. Formulation of the project and approvals.
- b. Registration (As per 3 above and the Administrative Information later in this document.)
- c. Periodic communication (meetings or other forms) with the Faculty Supervisor and the Field Supervisor, as stipulated in the Request for Enrolment in Field Placement.
- d. Keeping of a journal of log book to assist in preparing the required Field Placement Report.
- e. Submitting an assignment worth 30% by end of 6th week, for instructor feedback prior to Drop deadline for that term. Assignment outlined in the initial proposal could be a literature review or theory background discussion on learning objectives.
- f. Preparation and submission of the Field Placement Report to the Faculty Supervisor and Field Supervisor, with a copy to the appropriate Program Office.
- g. Submission of a written evaluation and grade by the Faculty Supervisor (with the evaluation report from the Field Supervisor).

5 Guidelines for Preparation of the Field Placement Report

Each student enrolled in a Field Placement must prepare a formal Field Placement Report. **This report (12-16 pages, 3-4000 words) may be an essay or reflective report with academic sources.** Although the report may take a variety of forms, there are four fundamental questions that must be addressed:

- a. What did you do? Activities must be described in some detail.
- b. What did you learn? Describe and evaluate the learning experience, particularly in terms of substantive knowledge gained and skills acquired, and the Learning Objectives.
- c. How did the experience contribute to your understanding of your areas of interest within Communication and Culture? The report should include reflections informed by relevant theoretical materials, where appropriate.
- d. What changes, if any, will you make in your academic work — course work, research plans, etc. — as a result of the Field Placement?

Append any materials, reports or case studies researched or prepared by you (in whole or in part) which may help to illustrate the nature of the Field Placement. (Confidential materials will held in confidence by the Program upon request. In cases where materials cannot be submitted at all, they must be described in as much detail as possible and reasons given for their omission from the report.)

Example for Outline of Field Placement Report

- I. Introduction
 - a describe briefly your employment / research position, including your job title.
 - b describe the organizational setting and / or context of the Field Placement.
 - c describe the actual tasks and activities for which you were responsible.
 - d identify the learning objectives
- II. The Experience
 - a discuss and evaluate the organizational context in which you worked and your linkages with other departments, agencies and institutions.
 - b describe the best and worst features of the experience.
 - c discuss, on reflection, how you might have carried out your tasks and responsibilities to greater benefit.
- III. The Learning Objectives
 - a. Address each Learning Objective or provide a summary if any or all Learning Objectives were addressed in previous assignments during this Placement.
- IV. Consequences
 - a discuss in some detail the contribution of the placement to your academic and / or professional objectives, including (i) the substantive knowledge that you gained or strengthened during your placement and (ii) the specific skills, methods, and techniques which you used or acquired.
 - b discuss the influence, if any, of the placement on you personally, including your academic and professional goals, course selection, research plans, etc.
- V. Appendixes: Materials which illustrate the nature of the Field Placement.

Procedures for Submitting the Report

- a. The report should be attached to the formal cover sheet, "Field Placement Report Cover".
- b. The report should be approved by the Faculty Supervisor before submission. The Field Supervisor's Report should be attached. FP Supervisor's Evaluation Form also on-line.
- c. There is no minimum or maximum length for Field Placement Reports, but a sensible guideline would be 12-16 pages for a 1-credit (3.0 credit) placement and 25-30 pages for a 2-credit (6.0) placement.
- d. The student may wish to be critical of some aspect of the placement. If the student does not wish the Field Supervisor to read these comments, they may be included only in the copy submitted to the Faculty Supervisor.

6. Responsibilities of the Faculty Supervisor

- a. To consult with the student during project formulation and preparation of the terms of reference for the field placement, which should include a discussion of ways to ensure the learning value of the placement.
- b. To undertake the role of Faculty Supervisor only for placements where he or she has the necessary expertise.
- c. To ensure that the terms of reference are explicitly stated on the Request for Enrolment in Field Placement form and that these terms are accepted by the student, the Faculty Supervisor and the Field Supervisor.
- d. To maintain regular contact with the student during the Field Placement, as specified in the Request for Enrolment in Field Placement form.
- e. To maintain contact with the Field Placement Supervisor, as necessary.
- f. To ensure that the Field Supervisor completes the Field Placement Evaluation form as a partial basis for the evaluation of the student. Form is on-line.
- g. To **provide feedback on 1st assignment prior to drop deadline and** submit a grade and written evaluation of the student's performance in the Field Placement to the appropriate Program Office.

7. Responsibilities of the Field Supervisor

- a. In agreeing to accept the Field Placement, the Field Supervisor must agree to provide a modest degree of academic supervision for the student. This involves developing appropriate Learning Objectives and ensuring that the Field Placement provides a useful and relevant experience for the student.
- b. Preparation of a Field Placement Evaluation to be submitted with the Field Placement Report at the end of the term of the Field Placement to the Faculty Supervisor. The Evaluation verifies the task description provided by the student and provides a few lines of work assessment. An appropriate form will be provided to the Field Supervisor by the student.

8. Responsibilities of the Student

- a. To formulate, in consultation with the Faculty Supervisor and Field Supervisor (and Faculty Advisor, when appropriate), an appropriate research / professional project or work Program related to the student's learning objectives.
- b. To secure the required signatures on the completed Request for Enrolment in Field Placement, prior to registration.
- c. To maintain contact with the Faculty Supervisor and Field Supervisor, as specified in the Request for Enrolment in Field Placement.
- d. To prepare the Report on Field Placement in accordance with the guidelines set out above.
- e. To submit the Report on Field Placement to the Faculty Advisor by the established deadline for the term of the placement.

Administrative Information for Ryerson Communication and Culture students:

Similar to taking a regular course, a field placement student must follow the academic dates of the Faculty of Graduate Studies http://www.yorku.ca/grads/important_dates.html

The end date of a field placement and the field placement report submission deadline are subject to negotiation between the student, the Field Supervisor and the Faculty Supervisor. These dates must be finalized in the beginning of the placement or before it commences. Normally, the last day of classes for the term is used as the field placement report submission deadline.

The date that is NOT flexible is the final grade submission deadline of the term. The placement final grade must be submitted by the Faculty Supervisor on or before the grade deadline established by the Registrar's Office. These deadlines are published on the Registrar's website and the Important Dates website of the Faculty of Graduate Studies (usually 15 September, 15 January, 15 May). Therefore, the field placement report submission deadline must be set on a date before the final grade submission deadline that would give the Field Supervisor and the Faculty Supervisor sufficient time to evaluate the student's work. If a student fails to fulfill the field placement requirements on-time, he/she may be given an F grade (failure) or an INC grade (Incomplete) at the discretion of the Faculty Supervisor.

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REQUEST FOR ENROLMENT IN FIELD PLACEMENT

NOTE: The first step is to obtain preliminary approval to do a Field Placement: send a very brief summary of agency, role and reason for doing it as a field placement, to Program Director. Field Placements must have graduate level work. Once this approval has been received, then you may develop the details as listed below.

STUDENTS MUST COMPLETE PAGE TWO REGARDING INSURANCE COVERAGE. The request for a Field Placement will not be considered until insurance coverage forms are submitted to the program office.

Student Name		Student Signature	
Student ID		Term / Year:	
<input type="checkbox"/> CMCT 6909 3.0 (half course) <input type="checkbox"/> CMCT 6909 6.0 (full course)	Faculty Supervisor (Please print):		

NOTE: Students should note that the MA program only allows two credits through independent study courses, i.e. Field Placement, Directed Readings or Directed Research. FP's not finalized by the last date to ADD a course, will not be approved.

FIELD SUPERVISOR

Name:	Position:
Institution:	
Address (include postal code):	
Telephone:	Signature:
Fax number:	Date:
email address:	

PROPOSED FIELD ACTIVITY

Indicate in which stream this course will be designated, circle one: **M&C** **P&P** **TinP**

Student's Position:	
Brief description of institution:	
Please provide a detailed course outline including: <ul style="list-style-type: none"> <input type="checkbox"/> an overview of field placement, <input type="checkbox"/> 3 - 4 learning objectives, <input type="checkbox"/> a list of assignments with specific due dates (first assignment and instructor feedback due PRIOR to Drop deadline), <input type="checkbox"/> evaluation breakdown for the course. 	
Expected Period of Field Activity:	Form and Frequency of Contact with Faculty Supervisor:
From: _____	
To: _____	
Field Placement Report Submission Deadline for Student*: _____	
* The submission date must not be later than the last day of classes for the term of the placement.	
Approval by Faculty Supervisor:	Approval by Program Director:
_____ date _____	_____ date _____
Signature	Signature

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Does your placement involve the use of human participants: No Yes
 If yes, please complete page 2 of this proposal

If you answer “yes” to the use of human participants in your research please complete the following:

Type of research	Documents to submit	
Please check one:	Submit to the Programme Office	Other Action
◆ No human participants	◆ This cover sheet (1 copy) ◆ Proposal (1 copy)	Not applicable
◆ Human participants, minimum risk, with written consent ◆ Human participants, minimum risk, with verbal consent	◆ This cover sheet (1 copy) ◆ Proposal (1 copy) ◆ TD2 form (1 copy) ◆ informed consent document (written or verbal script) (1 copy) ◆ TCPS Tutorial Certificate dated within last 2 years	Reviewed by the Graduate Programme’s Ethics Review Committee.
◆ Human participants, funded by faculty research grant	◆ This cover sheet (1 copy) ◆ TD4 form (1 copy) ◆ Proposal (1 copy)	Not applicable
◆ High risk or funded	◆ This cover sheet (1 copy) ◆ Proposal (1 copy) ◆ A completed appropriate form as instructed by the Office of Research Services (1 copy)	Contact the Office of Research Services and follow the procedures outlined by that office.

FIELD PLACEMENT INSURANCE COVERAGE

1. Is this a paid or unpaid placement? Unpaid Paid

2. If it is a paid placement, please provide confirmation of WSIB coverage. Attach a letter or certificate from the institution where you are doing the field placement.

3. If it is an unpaid placement, you must complete the Course Required Placement Agreement (three copies with original signatures – emails, faxes and photocopies are unacceptable), the Health & Safety Checklist, and the Student Obligation Agreement Form. Please contact the program office for these forms.

The above forms **must** be attached to your Field Placement request and submitted to the program office **at least two weeks prior** to your placement.

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STUDENT REPORT ON FIELD PLACEMENT
COVER PAGE

Student Name		Student Signature	
Student ID		Term / Year:	
<input type="checkbox"/> CMCT 6909 3.0 (half course) <input type="checkbox"/> CMCT 6909 6.0 (full course)	Faculty Supervisor:		
Field Placement held by student:			
Name of Institution:			
Location of Activity:			
Dates of Activity: From: _____ To: _____			
Description of contents of Field Placement Report:			

Evaluation To Be Completed by the Faculty Supervisor

Faculty Supervisor Evaluation:		
*Final Grade:	Faculty Supervisor's Signature	Date:

*please refer to the Grading Scheme of the Joint Graduate Program in Communication and Culture.

Faculty Supervisor: Please return this form to the Program Office with the Field Supervisor Evaluation form, and a copy of the Field Placement Report. **DO NOT** ask the student to deliver this form after a final grade is entered.

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FIELD PLACEMENT
FIELD SUPERVISOR EVALUATION

The student should provide a copy of this form to the Field Supervisor.

Student Name		Student Signature:	
Student ID		Date:	Term / Year:
<input type="checkbox"/> CMCT 6909 3.0 (half course) <input type="checkbox"/> CMCT 6909 6.0 (full course)	Faculty Supervisor:		

FIELD SUPERVISOR

Name:	Position:
Institution: Address (including postal code)	
Telephone: Fax number: email address:	Signature: Date:

FIELD ACTIVITY

Student's Position:	
Brief description of student's responsibilities:	
Field supervisor evaluation (please comment on the nature and quality of the student's work):	
Certification of work hours: 120 hours (minimum for half course): _____ or 240 hours (minimum for full course): _____	
Field Supervisor's Signature:	Date:

This form when completed should be forwarded to the Faculty Supervisor via the student or directly to the Faculty Supervisor.