



Practicum Position Proposal

	to		
Student Position Title	Start Date and End Date	Estimated hrs/week	Salary per hour/week/month
	()		()
Company Name	Main Company Phone #	Company Fax #	
Company Address	City, Province/State, Country	Postal/Zip Code	
Ms./Mr./Mrs.	Company Contact Name and Title	Contact Phone #	
Contact E-mail Address	Website		
Supervisor's Name and Title (if different from Company Contact)	E-mail Address	Supervisor's Phone #	

1. I have already identified a Mount Royal University practicum student I propose to hire for this position. Yes No
(If No, go to #2)

a) If yes, please provide the name of the student. _____

b) Has this student worked for your company before? Yes No (Go to #3)

2. Please post this position on the complimentary online job board for Practicum students to view Yes

a) Number of positions: _____

b) Application deadline: _____

Application materials requested:	
Cover Letter <input type="checkbox"/>	Writing Samples <input type="checkbox"/>
Resume <input type="checkbox"/>	Portfolio <input type="checkbox"/> Transcript <input type="checkbox"/>
Other: _____	

I prefer to receive applications by:	
Courier <input type="checkbox"/>	Fax <input type="checkbox"/>
E-mail <input type="checkbox"/>	Mail <input type="checkbox"/>

3. Please read and confirm the following:

- Job description attached – please include skills and qualifications required, specific duties and responsibilities.
- Company will provide supervision for the student.
- Student and/or supervisor can be contacted for progress updates.
- Employer will complete a mid-term and final evaluation (mandatory) of work performance (form provided by MRU)
- Employer will facilitate discussion of evaluation with student.

Employer's Signature

Practicum Coordinator

Student's Signature

Program Chair or Designate Approval

This form can be faxed to (403) 440-6744. If you have any questions or require clarification, please feel free to phone 403.440.6500 to access the appropriate Practicum Coordinator. Website address: www.mtroyal.ca

Alberta Freedom of Information and Protection of Privacy Act

The personal information that you provide to Mount Royal University is collected under the authority of the Post-Secondary Learning Act and Freedom of Information and Protection of Privacy Act, Section 33(c) The information will be used to administer the Work Experience program. Your personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, contact the Department of Physical Education and Recreation Studies, Room U241 403.440.6500.