



**Child and Youth Study
Practicum
Challenge for Credit
Employment Experience**

Standard Operating Guidelines and Procedures

Policy Number	0003
Title	Challenge for Practicum: Employment Experience
Regarding	Students with significant employment experience with children/youth
Effective Date	May 2013
NOTE	All required Documents must be submitted in ONE package.

Students enrolled in the BA (Child & Youth Study) program may Challenge for Credit **one practicum** [.5 unit] (one of CHYS2251, 3351,3352, 4451) based on employment experience. Students who have received 11 units of transfer credit are ineligible to challenge for further credits as per university regulations. A maximum of 2 Practicum credits [1.0 unit] can be received through Challenge for Credit – this includes credits received by PLAR at another institution.

Challenge for Practicum – Employment Experience Criteria:

- Successful completion of one MSVU Child and Youth Study practicum. The decision to accept the challenge takes into account the applicant's performance across all criteria in the completed Child and Youth Study practicum.
- Have engaged in continuous supervised full-time employment (minimum 40 hours per week) with children and/or youth for at least two years duration, normally in one setting, within the last 10 years.
- Be in good academic standing at the time of the application (not on Academic Probation).

Students who meet the above criteria above should meet with the CYS practicum coordinator to discuss the criteria and the equivalent supervised experience to be considered.

The submission will be reviewed by the CYS Practicum Coordinator and Department Chair.

The following documentation must be submitted:

1. The completed Challenge for Credit Application form (page 3).
2. A cover letter addressed to the CYS Practicum Coordinator stating the intent to challenge a specific CHYS practica, and providing a logical argument for the Challenge with reference to the required documentation.
3. A one-page document setting out the following:

- An explanation as to how and why the related experience would be equivalent to the specific practicum being challenged.
 - A discussion relating this rationale to the expectations and responsibilities of the particular practicum as set out in the evaluation criteria for the specific practicum.
 - A discussion of one's personal qualities, communication skills, teaching skills, and other qualities demonstrated in the employment context.
 - An explanation of the nature and value of the employment experience in terms of personal and professional development (skills, attitude, knowledge, practices, etc.).
4. A supporting letter from a Supervisor at the place of employment identifying the following – dated, signed and on appropriate letterhead:
- Location and dates of employment, and number of hours completed.
 - Job description and responsibilities of the student during the period of employment.
 - General commentary on the quality and effectiveness of the student's performance and competencies including reference to personal qualities, communication skills, teaching skills and other qualities specific to the work context.

If the application is declined, the student will be informed by email along with a letter detailing the reasons for the decision.

If the application is approved, the student and the Registrar's office will be informed by email. Once the course is added to the student's account the student must submit the payment for the course credit.

A scanned copy of submitted material will be placed in the student's electronic file and originals will be returned if requested.

Students who have received 11 units of transfer credit, are ineligible to challenge for further credits as per university regulations.

****Please allow a minimum of four weeks for processing.***

Students who plan on graduating by the fall convocation must have submitted their completed application by September 10th.

Students who plan on graduating by the spring convocation must have submitted their completed application by April 15th.

The University's policy on transfer, challenge for credit and prior learning assessment limits total credits to 50% of a program.

Challenge for Credit Application

Registrar's Office Halifax NS B3M 2J6 (902) 457-6117 FAX (902) 457-6498 registration@msvu.ca

Please complete the form and submit to the Registrar's Office for permission to challenge a course for credit.

Approval from the Department Chair must be obtained prior to submitting this form to the Registrar's Office.

You must attach an outline of your knowledge or skills which you feel justify the following challenge.

Student ID# Last Name First Name(s)

Program of Study (_____) _____
Phone Number Mount Email Address

I, the undersigned, am applying for permission to challenge the following course for credit:

Mount Course Information

Course Number (ie. BUSI 1112) Course Title

Department Chair Approval

Date

Department Chair's Signature

The **tuition fee** to challenge a course is one-half of the normal tuition rate for the course (non-refundable).

The fee is paid before you write the exam or complete the work required by the Department.

Students may Challenge for Credit only once for a course, and the results of the challenge will be recorded on the transcript. Students **must achieve a minimum grade of C** in order to receive credit for a course. Where the challenge grade is C or higher, the actual grade is recorded. Where the grade is C- or lower, a notation of NC (no credit) is recorded.

If your application is approved, you will be advised by the Registrar's Office of how to proceed.

Date

Student Signature

OFFICE USE ONLY

Approval Granted Yes No

Approval Date: _____

Approved By: _____

Registration Date: _____

Registered By: _____