



**Child and Youth Study
Practicum
Challenge for Credit
Professional Leadership**

Standard Operating Guidelines and Procedures

Policy Number	0005
Title	Challenge for Practicum: Professional Leadership
Regarding	Students with significant experience engaging in professional leadership activities in the child/youth field.
Effective Date	July 1, 2014
NOTE	All required Documents must be submitted in ONE package.

Students enrolled in the BA (Child & Youth Study) program may Challenge for Credit CHYS 4451 based on the following 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 a minimum of three different substantive professional leadership activities, over an extended period of time, and to a variety of audiences. Such activities must pertain to the child/youth fields and can include engagement in leading professional development activities; teaching in child/youth post-secondary programs; publishing articles/chapters in credible sources; undertaking significant administrative responsibilities.
- 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 experience to be considered. 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.

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), submit this form.
2. A cover letter addressed to the CYS Practicum Coordinator stating the intent to challenge CHYS4451, and providing a logical argument for the Challenge with reference to the required documentation.

3. A resume identifying the professional leadership activities, including dates, and venues, role in the activities, co-participants, and focus/purpose of the activities.
4. A one-page document setting out the following:
 - An explanation as to how and why the related experience would be equivalent to the practicum being challenged.
 - A discussion reflecting on the nature and value of the experiences in terms of personal and professional development (skills, attitude, knowledge, practices, etc.), and reference to personal qualities such as communication skills and others specific to professional leadership.
5. A formal supporting letter from one colleague who was clearly involved in at least one of the leadership activities and is in a position to provide an evaluation (for example a program director or assistant director; co-author/presenter), that provides a general commentary on the quality and effectiveness of the student's performance and competencies of professional leadership.
6. Supporting documentation for items listed in the resume (copies of publications; programs of presentations, etc). Documentation items must be clearly cross-referenced with the resume listing. 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 copy of submitted material will be placed in the student's file, and originals 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: _____