

## **Criteria for Request for Practicum Placement at YWCA Prince Albert**

The following is the criteria for both educational institutions and students wishing to apply for a practicum placement at YWCA Prince Albert:

1. A representative from the educational institution must contact YWCA Prince Albert by email, outlining what the practicum placement is to consist of and the expectations of both the student and the placement agency. This email must be sent to the program manager responsible for the area the student is interested in working in.
2. The student must submit a resume and cover letter (by email to the manager's email address) explaining why they wish to take their practicum at YWCA Prince Albert and what their eventual career goals are. The resume portion must show both previous work and educational experience. Students must also be prepared to provide an up-to-date vulnerable sector check at their own expense if accepted for placement.
3. Once YWCA Prince Albert receives the required information, the program manager will determine if a suitable placement exists. If it is determined that a program area has the capacity to host the practicum student, the program manager will contact the student and institution representative directly.