

PRACTICUM TIMELINE FOR PARTNER ORGANIZATIONS

SEPTEMBER 2024 – MARCH 2025

JULY - AUGUST

Partners collaborate with the teaching team to complete the Project Intake Form and scope projects to align with the practicum timeline.

SEPTEMBER 11, 2024

Partners' meeting at 11:00 AM (PST). Meeting details to follow.

MID-SEPTEMBER TO MID-OCTOBER

- Students contact organizations to discuss projects further.
- Students submit application letters and résumés to organizations in late September/early October.
- Organizations invite students for interviews in late September through early October.
- Organizations are asked to contact FNIS by mid-October with feedback on the interviews, including their top choice of students and any concerns.
- Organizations will be notified whether they have been paired with a practicum student by mid to late October.



MID TO LATE OCTOBER

- Students and organizations begin discussing research projects and work towards an agreed-upon research proposal that includes a clear timeline and deliverables.
- Research proposals are developed iteratively throughout October. Students revise and adapt the proposal based on ongoing feedback from instructors and organizations.
- Agreements between each student and organization are signed, and projects commence by late October.
- Students start working with organizations and send their supervisors weekly reports.
- If the project involves research with people (e.g., interviews, focus groups, surveys), students begin their research ethics process.
- Prior to application approval, students can conduct background research (community needs assessment, policy review, learning community culture and protocol), participate in relationship building (sensitivity training, attend meetings or special events, listening sessions, etc.) and plan research activities that require ethics approval.
- **Please Note: October and November are the months when our students need your feedback and collaboration the most. During this time, we follow an iterative process with multiple feedback cycles for the project proposal and ethics application.**



LATE OCTOBER TO NOVEMBER

- [Teaching Team check-ins with organizations \(Zoom\)](#)
- Students continue working on the BREB application for human research, if required. Applications are due in November and must be approved by you, the FNIS teaching team, and the FNIS Ethics Committee before any invitations, interviews, surveys, or other research activities can begin. Our Ethics Committee meets only once, typically in late November, to review applications. Therefore, it is crucial that students adhere to the deadlines related to this part of the research. We appreciate your understanding and cooperation.
- Projects requiring internal approval from an organization or community (e.g., a research agreement with a Nation to conduct research within the community) must be completed at least one week before submitting the UBC BREB application.



DECEMBER

- Students receive and respond to feedback from the ethics committee on their ethics applications. Students will be in touch with organizations as needed. Some projects may shift slightly based on ethics feedback, so additional meetings and discussion with the organization may be required.
- Students continue to conduct background research, participate in relationship building, and plan towards research activities that require ethics approval.



EARLY JANUARY TO EARLY MARCH

- Upon receiving ethics approval, students initiate project work (e.g., interviews, focus groups, surveys).
- Students share their findings with their organizations and begin analysis.
- [Teaching Team check-ins with organizations \(Zoom\)](#)
- Students and organizations plan, design, and develop research deliverables with feedback and guidance from instructors.
- **NOTE: We ask students to share multiple iterations of deliverables with their organizations on a week-to-week basis. This can be done in weekly check-ins or asynchronously through a share point. Your feedback is an invaluable part of their learning at this stage of the research!**



MID MARCH

Projects move towards completion. Final deliverables are due to the organization in mid-March.



EARLY APRIL

- Students create a presentation and slide deck and share it with organizations for approval.
 - Students present the findings of the research project at UBC and to any other individuals as identified in the project proposal.
 - Partner organizations and community members are invited to the presentations at UBC on Wednesday, April 2nd, with more details to follow.
 - Partner organizations submit evaluation forms to FNIS.
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