

## Practicum Eligibility

Students planning to earn a B.A. (Hon.) in Public Administration and Governance (Practicum Option) are required to complete the attached **Work Experience Assessment Form** and **Checklist** (Academic Assessment Form). These forms are to be submitted to the Undergraduate Program Director (UPD) once you have completed three (3) of the eight (8) courses required at Level 2. Upon completion and submission of the attached forms, your employment experience will be assessed by the Undergraduate Program Director (UPD) to determine whether it meets the requirements of the Practicum Option. That assessment will enable you to plan the appropriate course of study required to complete your degree. If you are not eligible to enrol in the Practicum Option, you will need to plan to take the additional courses necessary to complete the Course-Based Option of your degree program.

Enrolment in PPA 50A/B: Practicum requires Department Consent, which will be based upon three things:

1. approval of the listed work experience; and
2. completion of PPA333 and at least six (6) of the eight (8) “Required Group 1” courses at Level 3; and
3. the achievement of a Cumulative Grade Point Average (CGPA) of at least 2.67 at the time of enrolment.

In assessing your work experience – **the first component of eligibility** – the Undergraduate Program Director (UPD) will use the following minimum criteria:

1. At least three (3) years of employment in the public or para-public (Municipalities, Universities, Schools, Hospitals) sector. This will normally be satisfied by full-time, paid employment that reflects **significant involvement in the policy, service, regulatory, or organizational activities** related to public administration.

OR

2. At least three (3) years of paid full-time employment in a private or third sector organization where your position had a high level of involvement with administrative responsibilities and processes requiring significant interface with a public sector organization.

Applicants who disagree with the decision of the UPD may submit to the Undergraduate Program Administrator (UPA) a written appeal consisting of a concise explanation of the reasons for the disagreement. The UPA will forward the appeal to the Practicum Committee for review. The Committee’s decision is final.

To satisfy **the second and third components of eligibility** – and to allow you to actually **enrol** in PPA50 A/B – you must have a cumulative GPA (CGPA) of 2.67 or higher following the completion of Levels 1 and 2, PPA333, and at least six (6) of the eight (8) “Required Group 1” courses at Level 3. Note that if you have completed CE courses under a “CNED” career, those courses will not be included in the system-generated CGPA and a manual calculation will be necessary.

Please note that the assessment by the UPD in the first component above determines **only** whether your employment experience meets the requirements for registration in the Practicum Option of the program. It is not permission to enrol immediately in PPA50 A/B. Department consent to enrol in PPA50 A/B will be granted **only** when the second and third components of eligibility have been satisfied.

Completion of the Practicum (PPA 50A/B) reduces the number of courses required to graduate with a BA (Hon.) in Public Administration and Governance. Put another way, it substitutes for nine (9) one-term courses. Students are therefore expected to meet the practicum requirements and to submit work of the very highest quality.

***Students should not attempt to complete more than one course each semester in conjunction with PPA 50A/B.***

**PLEASE SEND YOUR COMPLETED WORK EXPERIENCE ASSESSMENT FORM and CHECKLIST TO:**

Undergraduate Program Director, Public Administration and Governance Program  
Department of Politics and Public Administration  
Ryerson University  
350 Victoria Street – JOR735  
Toronto, ON M5B 2K3  
Email: Undergraduate Program Administrator ([ving@torontomu.ca](mailto:ving@torontomu.ca))

**TORONTO METROPOLITAN UNIVERSITY – DEPARTMENT OF POLITICS AND PUBLIC ADMINISTRATION  
WORK EXPERIENCE ASSESSMENT FORM**

Students should complete this form after having completed three (3) of the eight (8) courses required at Level 2.

<b>NAME</b>		<b>STUDENT #</b>	
<b>CURRENT PLACE OF EMPLOYMENT</b>			
<b>ADDRESS</b>			
<b>E-MAIL ADDRESS</b>			
<b>LENGTH OF EMPLOYMENT</b> If part-time specify # of hours			
<b>POSITION / JOB TITLE</b>			
<p><b>DUTIES AND RESPONSIBILITIES:</b> Identify the range of activities and responsibilities with which you are or were involved in the course of your employment: for instance, administrative responsibilities, policy, financial management, communications or information management, human resource administration, service delivery or other responsibilities. <b>PLEASE ATTACH A COPY OF YOUR RESUME and EXTRA PAGES IF NECESSARY TO DESCRIBE ALL YOUR WORK EXPERIENCE, CURRENT AND PAST.</b></p>			
<p><b>VERIFICATION BY SUPERVISOR:</b> (If for some reason, you prefer not to obtain this verification, please speak to the Undergraduate Program Director (UPD) to make alternative arrangements).</p>			
<b>NAME OF SUPERVISOR:</b>			
<b>TELEPHONE NUMBER:</b>			

## ACADEMIC ASSESSMENT FORM (Checklist)

The **Checklist** (which also serves as an Academic Assessment Form for the Practicum Option) may be found at: <https://www.ryerson.ca/politics/programs/undergraduate/pag/curriculum/#checklists>

Use the **Advisement Report** within RAMSS to complete the checklist to ensure that your “count” of completed courses is the same as the official record **and** to ensure that completed courses are satisfying your program requirements.

If you have courses appearing in the N/A (non-applicable) section of your Advisement Report, this is also an ideal opportunity to consult with the Undergraduate Program Administrator (UPA) or Undergraduate Program Director (UPD) to see whether those courses may be “directed” to satisfy program requirements.

For instructions on how to view the Advisement Report within RAMSS, see <https://www.torontomu.ca/ramss-support/students/academics/advisement-report/>

### **Application Step 1: Eligibility**

Students should maintain a **Checklist** as they progress through the program requirements.

Save the MS-Excel Checklist to your computer. When you wish to determine whether you will be eligible to enrol in the Practicum Option [a step that should be undertaken when you have completed three (3) of the eight (8) courses required at Level 2], submit to the Undergraduate Program Director (UPD):

- a) An updated and complete **Checklist**, and
- b) a completed **Work Experience Assessment Form** (found on the previous page), and
- c) any **attachments** necessary to support your Work Experience Assessment Form.

You will be advised by email whether your work experience meets the criteria of the Practicum Option.

### **Application Step 2: Enrol in PPA 50A/B**

If you are approved to enrol in the Practicum Option in Step 1, you may request enrolment in PPA 50A/B once you have completed PPA333 and at least six (6) of the eight (8) “Required Group 1” courses at Level 3. To do so, update your **Checklist** and submit it to the Undergraduate Program Administrator (UPA) on or after August 1 with the request that you be enrolled for the following Fall/Winter terms. The UPA will review your request to ensure:

- a) that you were determined to be eligible in Step 1; and
- b) that the requisite number of courses have been successfully completed; and
- c) that the CGPA requirement of 2.67 has been met.