



## Procedure for Review of Standing Relating to a Field Experience

**Preamble:** The intent of this procedure is to provide a just process for the review of a candidate/intern's assigned standing in a field experience course, including a practicum.

### Procedures Prior to the Review:

1. The candidate/intern submits a letter to the Director of Undergraduate Programs within five days of being informed of his/her/their grade for the field experience course.
2. Within five days of receiving the letter, the Director of Undergraduate Programs sends the candidate/intern a copy of the Review of Standing in a Field Experience and a checklist of the required elements for the package submission.
3. Within 10 days of receiving the procedure documents, the candidate/intern submits a package to the Director of Undergraduate Programs. This package should contain the following information:
  - a. A statement of the decision from which the review has arisen.
  - b. A statement of relief which the candidate/intern seeks.
  - c. A brief chronological statement of the circumstances relating to the decision being reviewed.
  - d. Copies of any related documents the candidate/intern feels will support his/her/their perspective.
4. Within 10 days of receiving the package submission, the Director of Undergraduate Programs strikes a committee (hereafter referred to as the Review Committee) to review the outcome of the field experience course. Members of the Review Committee would normally include: the Director of Undergraduate Programs (chair), up to three faculty members who have no knowledge of the candidate/intern's case, and a student union representative who does not know the candidate/intern personally and has no knowledge of the candidate/intern's case.
5. Within five days of the Review Committee formation, the Field Experience Coordinator submits a package to the Director of Undergraduate Programs. The package should contain the following:
  - a. A chronological sequence of the assessment process upon which the decision was based.
  - b. Any assessment reports, action plans, learning contracts or related documentation that describe both the concerns and the remedial strategies that were put in place to support the candidate/intern.
  - c. Copies of relevant documents that provide evidence of due diligence and due process in the decision-making process.
  - d. Copies of any communication with the candidate/intern that is relevant to the decision.
6. The Director of Undergraduate Programs will provide copies of the two package submissions and a meeting agenda (with a timeframe) to the Review Committee members, the Field Experience Coordinator, the faculty advisor, and the candidate/intern three days prior to the meeting date.

### Procedures at the Review:

At the review, the following procedures should be followed:

1. The candidate/intern has the right to have a support person present during the hearing. The role of this person is to provide support to the candidate/intern during the review. The support person is present as an observer and does not make a presentation to the Review Committee, does not



contribute to the discussion, and is not involved in the decision making process. Examples of a support person could include a friend, family member, or personal mentor.

2. The Review Committee, Field Experience Coordinator, faculty advisor, and candidate/intern convene together to discuss the decision being reviewed.
3. The Review Committee may impose reasonable time limits for the review process, including opening and closing remarks.
4. The candidate/intern may make an opening statement.
5. The Review Committee may ask the candidate/intern questions for clarification.
6. The Field Experience Coordinator may make an opening statement.
7. The Review Committee may ask the Field Experience Coordinator questions for clarification.
8. The candidate/intern, Field Experience Coordinator and faculty advisor may each provide a brief closing statement before leaving the room.
9. The candidate/intern, support person, Field Experience Coordinator and faculty advisor leave the room while the Review Committee arrives at the decision.

#### **The Decision:**

1. If, after the review, the Review Committee requires further information in order to reach a decision, it may ask that additional information be supplied. This information can be requested in writing. The candidate/intern, Field Experience Coordinator and faculty advisor must be given the opportunity of commenting on the additional information supplied before the Review Committee reaches a final decision.
2. The Review Committee shall arrive at a decision on the basis of a majority vote of those voting members of the committee present at the review meeting.
3. Within 72 hours of the review meeting, the decision of the Review Committee shall be communicated in writing to the candidate/intern with copies to the Field Experience Coordinator, faculty advisor and Director of Undergraduate Programs.
4. The decision of the Review Committee is final.
5. If the course grade requires adjustment this will be done by the Director of Undergraduate Programs.
6. If the assigned grade is upheld, the candidate/intern has the right to make a Senate Appeal (refer to UBCO website). This information will be provided to the candidate/intern.

#### **Additional Notes:**

- With regard to these procedural guidelines, a reference to a number of days shall exclude Saturdays, Sundays and any days on which the University is closed.
- As the Review Committee chair, the Director of Undergraduate Programs may extend timelines if necessary.