

PRACTICUM TIMELINE FOR PARTNER ORGANIZATIONS

SEPTEMBER 2025 – MARCH 2026

JULY - AUGUST

Partners work with teaching team to complete the Project Intake Form

SEPTEMBER 10, 2025

Partners meeting will be held hybrid over Zoom and in person at 11:00AM (PST). Meeting details and Zoom link to follow.

MID-SEPTEMBER TO MID-OCTOBER

- Students may 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 top choice of students and any concerns.
- Organizations will be notified whether or not they have a pairing with a practicum student by mid to late October.



MID TO LATE OCTOBER

- Students and organizations begin discussing research projects and move 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 through ongoing feedback from instructors and organizations.
- Agreements between each student and organization are signed and projects commence by late October.
- Students begin working with organizations and sending their supervisor weekly reports.
- If the project does include research with people (ex. interviews, focus groups, surveys, etc.) students need to begin the UBC Behavioral Ethics Research Ethics Board (BREB) application. Prior to application approval, students can conduct background research, participate in relationship building, and plan toward research activities that require ethics approval.



LATE OCTOBER TO NOVEMBER

- Students continue to work on the BREB application for human research, if required. Applications are due in November and must be approved before invitations, interviews, surveys or other research activity can begin.
- Projects that require internal approval from an organization or community (ex. a research agreement with a Nation to conduct research within the community) must be completed before submitting the UBC BREB application.



DECEMBER

- Students receive and respond to feedback from the CIS Student Research Review Committee on their ethics applications. Students will be in touch with organizations as needed. Some projects may shift slightly with ethics feedback.
- Students will continue to conduct background research, participate in relationship building, and plan toward research activities that require ethics approval.



EARLY JANUARY TO EARLY MARCH

- Upon receiving ethics approval, students complete project work: interviews, focus groups, surveys, etc. during this time.
- Arrangements are made to visit practicum organizations.
- Students and organizations begin to plan, design, and develop research deliverables with feedback and guidance from instructors



MID MARCH

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



EARLY APRIL

- 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 in early April, more details to follow.
 - Partner organizations submit letters of evaluation to FNIS.
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