

**GTA Practicum Notification Day  
Policies and Procedures (Updated  
December 2023)**

**GTA NOTIFICATION DAY IS WEDNESDAY MARCH 27, 2024**

**\*Practicum Applications are Due to Sites on February 1, 2024**

**Pre-Notification Day Processes (on or before March 26, 2024)**

**Practicum Site Responsibilities**

1. Complete interviews by March 22, 2024.
2. Hold interviews by phone/video. Where interviews are offered in-person, please provide the student with a choice to complete by phone/video if desired.
3. Please do not make offers or promises to students before match day - March 27, 2024.
4. Following interviews and prior to match day, create your ranked list of students, including those you will not be making an offer to (to facilitate quick offers and responses to students regarding their standing on the waitlist).
5. **Confirm the number of practicum positions and provide a phone/email contact for Notification Day. Please email this information to [gta practicum day@utoronto.ca](mailto:gta practicum day@utoronto.ca) by March 22, 2024.** If there isn't a firm maximum number of practicum positions at your site, please just state this. This will help the DCTs advise students so that we can avoid hold-ups in offers where possible.
6. Arrange for a back-up person to manage your offers just in case you are ill on Notification Day. Consider how the alternate contact will access information (e.g., emails from students, phone calls from DCTs). If you are ill and want to share new contact info, please send it to [gta practicum day@utoronto.ca](mailto:gta practicum day@utoronto.ca) as soon as you know you are not able to be available on Match Day.

**Graduate Student Responsibilities**

1. Attend interviews as scheduled with sites.
2. Check in with your university DCT/Practicum Coordinator if you have questions about sites and their fit with your training goals, or if you are concerned about interviews (e.g., number of interview offers, not hearing back from sites).
3. By March 26, 2024, please do the following:
  - Make your ranked list of practicum sites (to facilitate quick decision making)
  - Draft emails for:
    - accepting a position
    - declining a position
    - requesting time to learn about another practicum
    - requesting information from a site about the likelihood and timing of an offer as you are waiting to respond to another site's offer

### **University DCT Responsibilities**

1. Survey your students participating in Notification Day and make a list of sites that your students interviewed at (for Fall/Winter and for Summer). An email will be sent to you in early March 2024 to allow you to indicate which sites your students interviewed at so that we can ensure that we have all sites accounted for in the tracking spreadsheet in Google drive.
2. Arrange for a back-up person to support students, keep track of offers, and document acceptances in the Google drive, in case you are ill on Notification Day or just need help as the process is fast with a lot of information. Consider how this alternate person will access information (e.g., email/phone access).

### **Pre-Notification Day: GTA Practicum Day Lead (OISE/UofT) Responsibilities**

1. We will continually update the tracking spreadsheet in Google drive with the number of practicum positions (Fall/Winter and Summer) at each practicum site until March 22, 2024 (and after as needed).
2. Senior student(s) on our organizing team will support the tracking process on March 27, 2024. They can be reached by email at [gtapracicumday@utoronto.ca](mailto:gtapracicumday@utoronto.ca)
3. Abby Goldstein (Faculty, Applied Psychology & Human Development) will oversee the process and can be reached by phone (416-978-0703) if urgent technical concerns arise.
4. An up-to-date list of DCTs and contact info will be created and circulated to sites. Please contact the student's DCT regarding any student offer issues.

### **Notification Day Processes: Phase 1 (March 27, 2024)**

1. Students, DCTs and Practicum Site Training Directors should ensure that they are available by email and cell phone for the duration of the morning or until the process is complete.
2. Practicum Sites will send an email to all students who were interviewed who WILL NOT receive an offer by 8:45am. Sites will cc the student's DCT on the e-mail.
3. Practicum Sites will send out their first offers by email at 9:00am. Sites will cc the student's DCT.
4. If a Practicum Site makes a successful offer to a student from a school other than those listed below, please let us know at [gtapracicumday@utoronto.ca](mailto:gtapracicumday@utoronto.ca) and we will indicate that this position is no longer available in the tracking spreadsheet in Google drive.
  - McMaster University
  - Toronto Metropolitan University
  - University of Guelph
  - University of Toronto - OISE
  - University of Toronto - Scarborough Campus
  - University of Waterloo
  - University of Windsor
  - York University

5. Students will respond right away (within 5 minutes) by email and cc their DCT/Practicum Coordinator. If sites have not heard from a student after 5 minutes they should re-send stating this is a second offer email and cc the DCT. **If sites have heard nothing from a student after 30 minutes (i.e., no acknowledgement of the offer within 30 minutes of the first offer being sent), the Practicum Site can withdraw the offer and make an offer to a new student. If a student has responded to acknowledge that they have received the offer but are still waiting to hear from another Practicum Site, the offer should not be withdrawn.**
6. As soon as an offer is accepted the DCT will enter this information into the tracking spreadsheet in Google drive.
7. **Students can only hold one offer at a time.** For example, if they receive an offer from their 3rd ranked site and then receive an offer from their 2nd ranked site, they must decline the 3rd ranked site right away. They can then hold onto the 2nd ranked site until they hear from their 1st ranked site. Students (and DCTs as needed) will be in touch with Practicum Site Training Directors if they are waiting to hear about another site for more than 10 minutes. This will hopefully help the process to move along faster. DCTs can also reach out to [gtapracticumday@utoronto.ca](mailto:gtapracticumday@utoronto.ca) and we can help with communicating with sites on behalf of DCTs.
8. Practicum Site Training Directors cannot ask a student to make a decision if they are waiting for another offer or take back an offer that has been made to a student unless they have received no acknowledgment or update from the student for 30 minutes. They can, however, send an email to the student and the student's DCT asking if they have contacted the other site and if they have a sense of when they will hear from that site. They can also contact the student's DCT if they are concerned about the delay and the DCT will try to assist to move the process forward (as they are able). If a student experiences pressure to respond by a Practicum Site, please let your DCT know immediately so that they can support the process.
9. Similar to the APPIC match, once an offer is made by a Practicum Site and accepted by a student, it is the expectation that the agreement is firm.
10. Once all positions at a Practicum Site are full, the Practicum Site Training Director should email the students on their waiting list, their respective DCTs, and [gtapracticumday@utoronto.ca](mailto:gtapracticumday@utoronto.ca). This will be noted on the tracking spreadsheet in Google drive.
11. If Practicum Sites have any remaining positions open at the end of the Notification Day (1:00pm), please email [gtapracticumday@utoronto.ca](mailto:gtapracticumday@utoronto.ca).
  - The OISE GTA Practicum Day Organizing Committee will circulate this list to all DCTs to share with their students who did not receive offers in Phase 1.

### **Pre-Notification and Notification Day Processes: Phase 2 (April 5, 2024)**

1. Students who did not receive practicum offers in Phase 1 will e-mail Practicum Sites with unfilled practicum positions by Friday, March 29 at 12pm (noon) if they wish to apply. Students will attach their cover letter, CV, and unofficial transcripts, and will ask their

referees to send letters to the contact person as soon as possible.

2. **GTA Notification Day for Phase 2 will take place on Friday, April 5<sup>th</sup>.** It will follow the exact same procedures as outlined above for Phase 1 Notification Day.
3. If Practicum Sites have any remaining positions at the end of Phase 2 Notification Day (1pm on April 5<sup>th</sup>), please email [gta practicum day@utoronto.ca](mailto:gta practicum day@utoronto.ca)
  - The OISE GTA Practicum Day Organizing Committee will circulate this list to all DCTs to share with their students who did not receive an offer for a practicum placement.
  - Students will e-mail Practicum Sites with remaining practicum positions. They will attach their cover letter, CV, and unofficial transcripts, and will ask their referees to send letters to the contact person as soon as possible.
  - There will be no official timeline for this process and it can be managed by the site and the student applying (as has been done in the past).

Please do not hesitate to reach out to us if there are any issues/concerns with the process. We wish you all the best during the application, interview, and notification process. Thank you for all you do for our students and our communities.

Sincerely,

2023-2024 GTA Practicum Day Organizing Committee  
OISE, University of Toronto  
Email: [gta practicum day@utoronto.ca](mailto:gta practicum day@utoronto.ca)