



FREQUENTLY ASKED QUESTIONS

PRACTICUM

When do I start the practicum?

- MHRM and EMBA students must start the Practicum upon completion of all courses.
- IMBA and MM students must start at the end of the 4th trimester.
- Students must not be trailing any core courses in order to start the Practicum
- Students must submit a Practicum topic within the first month following the last examination period.

Can I delay the start of the Practicum?

- Students who have completed all courses and do not commence the Practicum would have a registration gap and would be considered as a dropout.
- Students who are still taking courses, and who wish to delay commencement of the Practicum, must submit a formal request and obtain the approval of the Programme Director.
- At the latest, the Practicum must commence in the last trimester of the second year for MM and IMBA students.

What are the requirements to start the practicum?

- Completion of all core courses
- Students must have identified an organization and a topic which can be a business plan. Permission must be sought from the organization through which the research is being completed and such permission must be explicitly obtained in writing and submitted with the practicum topic.



- Students in the IMBA and MM, in the mainstream, must register for the trimester in which the practicum will be submitted.
- EMBA and MHRM students must register for the practicum every trimester until they have submitted.

What are the main steps in starting the practicum process?

- Students must prepare the practicum proposal according to the Framework for Practicum Topic guideline document and send the proposal to the Practicum Coordinator at the following address – practicum@fac.gsb.tt and copy to the relevant Examination and Practicum Coordinator at j.maharaj@gsb.tt
- The students must send the proposal from their STUDENT GSB EMAIL ACCOUNT
- The proposal is reviewed and a Practicum Advisor is appointed by the Practicum Co-coordinator based on the topic being researched.

How do I know who is my Advisor?

- The student will be informed of their Advisor within one month of submission of the proposal via email. The timeframe within which a student is informed of his Advisor may vary depending on the number of practica to be assigned and the availability of Advisors to guide a particular research area.
- When an Advisor has agreed to guide a student based on their topic and practicum proposal, the student will receive an email sent to their STUDENT GSB EMAIL ACCOUNT informing them of the name of the Advisor, his/her email contact and the deadline date for submission. The Advisor will be copied on this email.



Can I choose my Advisor?

Students may recommend persons to serve as their Advisor. However, the final decision is that of the UWI as all Advisors must meet the University's requirements for supervision of field work.

How do you select an Advisor for a student?

Based on the research question being addressed, an Advisor is assigned to the student.

- Advisors are categorized into various areas based on their qualifications -
 - Finance
 - Marketing
 - Human Resources
 - Communication
 - Information Technology
 - Entrepreneurship and Innovation
 - Project management
 - Strategy
 - Energy
 - Health
- Advisors are qualified persons with high levels of experience in the industry merged with academic qualifications and are trained in graduate supervision.
- Advisors may be active in the industry, retired or consultants. Therefore, if an advisor is requested to supervise a practicum where there may be a conflict of interest (where they work for a competition firm) another Advisor will be sought.

Can I change my Advisor?

Students cannot decide that they are changing advisors. This can only be done by the school where sufficient evidence is presented to justify a change



of advisors. The final decision rests with the school and is done in consultation with the Programme Director.

Can I get an extension?

- Students may, in consultation with their Advisors, request an extension of time up to a limit of 3 months, for completion of the Practicum. The format of this letter is available on the website.
- Only a single request for extension will be accommodated. Students are NOT allowed more than one request for extension.

When am I expected to complete the Practicum?

- The student is required to complete and submit the practicum on or before the deadline date stated in the email sent to their student account to commence work.

What are the presentation requirements for the Practicum?

- One hard copy and one soft copy (CD) of the Practicum must be submitted. The submission must also include the student's diary, signed by the Advisor. All items must be submitted at the same time and the receipt is only issued upon full submission.

How long does it take to mark the Practicum?

- The practicum will be remitted to the Advisor for marking and then upon its return will be submitted to a Second Marker. The entire process takes approximately six (6) weeks.

How and when will I know whether I passed?

- Upon receipt of the practicum from the Second Examiner, the student will be informed via email of whether they have been successful or not in their attempt of the practicum.



- The student is required to check BANNER periodically to obtain their final grade.

Where can I find detailed guidelines of the practicum process?

- All documents to guide the student through the details of the practicum process may be accessed on the Arthur Lok Jack Graduate School of Business Website –

<http://www.gsb.tt/academic/myGSB/practicum.html>.

What constitutes a failure?

The Practicum process is designed to assist students towards successful completion. However, a failure may result when:

- Submission of a completed practicum does not meet the required standards of quality as expected from a post graduate student, based on agreement by both the advisor and the second marker.
- Non submission of the practicum by the student by the submission date.

What instruments and criteria are used to decide that a student has passed or failed?

- The students are guided throughout the practicum by the advisor who uses a marking Rubric to guide the progress of the practicum. This rubric is used by the advisor to mark the various components of the practicum.
- The second marker reviews that marked practicum and signs of on the rubric and mark sheet, indicating his agreement with the verdict of the advisor.
- The Practicum Coordinator will have on record the submission date of each student and will be able to determine whether the students has failed due to non submission or late submission.



What happens if a student fails a practicum?

- All failed practica are to be presented to the Board of Examiners (BOE) with recommendations.
- Failure due to poor quality submission
 - The advisor will recommend to the school the time frame needed for the student to be able to rework the practicum, addressing the weak area.
 - This information is presented to the BOE who will accept our recommendations or make recommendations.
 - The students will be officially informed of the recommendations by the University of the West Indies, Post Graduate Section.
- Failure due to non submission
 - A new submission date will be recommended for submission, which will be presented to the BOE along with reason for the non submission.
 - The BOE will accept the recommendations or will make recommendations.
 - The student will be officially informed of the recommendations by the University off the West Indies, Post Graduate Section.
- Students who have failed will be allowed a second attempt at the practicum.
- On the second attempt, the student can obtain only a pass grade.
- If a student fails the practicum more than twice, he will be required to withdraw from the University for two years.
- If the student wishes to continue after the leave of absence, they will be required to pay a fee of \$6 000.

What is an extension and under what circumstances is it granted?

- An extension to the deadline date for submission may be granted under the following circumstances



- Extenuating circumstances relating to physical and psychological health, incapacitation and death of family and relatives.
- Limitations due to work pressures are NOT considered as sufficient reason for an extension. However, such requests will be considered on a case by case basis by the Academic Leadership Team.
- Change in the research topic due to changes in the organization being researched.
- Recommendations by the Advisor.
- The final recommendation is made by the school and approved by the University of the West Indies, School for Graduate Studies and Research.

What is the procedure to request an extension?

- The student must complete an extension request letter (template provided at <http://www.gsb.tt/academic/myGSB/practicum.html>.) and submit to the school.
- The request letter must be signed and delivered, or signed, scanned and emailed. It may also be faxed to the Academic Unit at 663-1415.
- The request must be supported by evidence i.e. doctors' letter, receipts from doctors' visit or clinics, letter from the organization stating the changes in circumstances, communication from the Advisor stating the case on behalf of the student.
- When all factors are considered, a recommendation will be made by the school and forwarded to UWI. The final decision will be made at UWI and the student will be officially informed of the extension granted.
- The student will be informally advised by the Lok Jack GSB of their extended deadline so that they may continue working on the practicum.
- A student will only be allowed one (1) extension for a maximum of three (3) months.



What happens if a student cannot complete the practicum after being given an extension?

- Since only one extension is granted, the following are the options available
 - An accommodation is made to the student to submit after the deadline date, based on the circumstances and the time lost. This will only be considered in the circumstances of physical and psychological health issues, where evidence is provided by a medical practitioner stating clearly the circumstances, the inability of the student to continue with the practicum and the length of time the student will be incapacitated. This information will be kept confidential.

What should I do if I cannot pursue the practicum when I am expected to?

Where circumstances prevent a student from pursuing the practicum the student may Request a leave of absence detailing the reasons for the request. The student will have to complete a leave of absence form available at the school or on the website at <http://www.gsb.tt/academic/myGSB/practicum.html>. This form must be signed and stamped by the Practicum Coordinator. The student will only have access to the guidance of the Advisor when they have resumed the practicum after a leave of absence.

What are an open and a closed practicum?

- An open practicum is one that is available for use and view by other students. It can be read by others but cannot be copied or removed from the library. It may be used as a source of secondary data.



- A closed practicum is one that is viewed only by the Advisor, the 2nd marker, the Practicum Coordinator, the Program Director and the Academic Director. The sensitive information contained within is protected by the school.

How do we close a practicum?

- A practicum is closed by attaching a signed Statement of confidentiality document, [template](#) available at <http://www.gsb.tt/academic/myGSB/practicum.html> to the inside front of the practicum.
- Upon receiving the marked practicum, it is stored in a secure vault.

Are we provided with any documents to use as evidence of our status as graduate students for organizations?

- Upon request, students are provided with letters identifying them as graduate students of the Lok Jack GSB in order to access data from organizations that require this.