



## Practicum Pointers for Practicum Hosts

1. As this practicum experience is a credit course (AVAO 2300), the students are covered by BCIT for workers compensation and liability insurance. If you agree to host a student, (s)he will ask you to sign a form that must be returned to the chief instructor. It is advisable to keep a copy of the completed form for your records.
2. Students are required to participate in the practicum for a total of 90 hours minimum in this term 2 practicum. If you have requirements for an extended period of time, please discuss your needs with the student as time over and above the 90 hour minimum would be at their discretion.
3. Students are required to complete a log book every day and to register their arrival and departure times, which they will be asking the host manager/supervisor to initial.
4. The Chief Instructor or the instructor who will be supervising the practicum will contact the practicum host during the practicum to check on the students' progress. However, please feel free to contact the supervising instructor at any time if you have questions about the practicum, or concerns regarding your student.
5. In order to evaluate them accurately, we ask that the host manager/supervisor complete the simple performance evaluation form, which is found on this website, or provided by the student. Please complete it at the end of the practicum and send it to the supervising instructor.
6. Since this is a valuable part of the student's education, it is important that they be given candid feedback. The students will be requesting an exit interview with you at the end of their practicum assignment.

As part of the aviation community, The Aviation Operations program at BCIT depends on people like you to support us in preparing these students to become the effective and knowledgeable professionals that you would want to employ. Thank you for agreeing to host a BCIT Practicum student.