

Criteria for Evaluation, Remediation, Probation, Expulsion and Appeal Mechanism for Students

I. Ongoing Supervision, Evaluation and Feedback to Students

Preamble:

Students should be provided with ongoing supervision and regular feedback of their performance. Each student should be formally evaluated at regular intervals and receive feedback of these evaluations from their teachers, supervisors and advisors. Students should be evaluated using a wide variety of procedures.

A. Objectives

1. To ensure the student-trainee meets the standards and training objectives set by the training programme.
2. To ensure that the student-trainee progresses through the programme in a satisfactory fashion.

B. Methods

1. Each student is provided with an advisor who will monitor the individual student's ongoing progress through the programme in coordination with the class teacher, the practicum coordinator and the practicum supervisor (if appropriate).
2. Students are evaluated using a wide variety of evaluation procedures, including feedback by teachers on written assignments and oral presentations, evaluations by supervisors on practicum work and reports by advisors on students overall progress through the program.
3. Informal evaluations are provided by students' advisors twice a year. At mid-year, the student and advisor do a mid-year evaluation of the student's progress together. At the end of each academic year, the Directors, in consultation with the faculty, evaluate the student's readiness to proceed to the next level of training.
4. The mid-year evaluations, together with practicum supervisors' evaluations and student self-evaluations of studio work, as well as letters from therapists, practicum logs (record of hours) and studio logs, are placed in the student's file. Students have informal access to their files by request on an on-going basis and formal access once in the second year and at least twice in the third year of their studies.

II. Students who are having difficulties

A. Objectives

Effective mechanisms should be available for identifying students in difficulty and for providing organized and structured remediation for these students.

For students who are in serious difficulty, clear criteria and procedures must be outlined for:

- a) placing a student on probation
- b) terminating a student's training
- c) providing appropriate appeal mechanisms for students when termination of training is decided upon.

B. Methods

STEP ONE

Remediation Procedures

1. When there is concern about a student's clinical, professional or educational performance, attempts should be made first to find the appropriate faculty member to find remedies for the problem. This may involve the student's teacher, advisor, practicum coordinator or supervisor meeting with the student to inform them of the nature of these concerns and to seek remedial solutions. When necessary the Director or Co-Directors may be

involved in these discussions. If the problem persists or if no remedies are agreed upon, the Director may choose to bring the situation to the core faculty for consultation. The faculty can assist in outlining specific educational opportunities and supervisory experiences to help remedy these difficulties.

2. At the end of each academic year (September to May), the Directors, in consultation with the core faculty, will review all evaluation material on each student for the previous school year. When appropriate, written recommendations for remediation will be discussed with the student, his/her advisor and class teacher. Written recommendations for remediation will be filed in the student's file.

STEP TWO

Probation and Termination of Training Procedures

1. If a student's problems worsen or are severe at the outset, formal disciplinary action can be considered. This might arise in any or all of the following situations:

- a) When a client's health or welfare at a practicum site is compromised by a student's inadequate performance.
- b) When the student's actions in the programme are not in accord with the programme's expectations of normative, professional behaviour.
- c) When the student continues to fail in meeting the training objectives of the The Create Institute training programme.

2. When probation is considered, the Co-Directors may recommend this to the core faculty, meeting as a committee of the whole. If the core faculty agrees, a notice of probation will be written and sent to the student.

3. The Directors will meet with the student to discuss the notice. In this meeting, the student will also have an opportunity to present her/his perceptions of the problem and/or to take issue with the written description of the problems. The student may have student or faculty representation to present information or opinions not expressed in the notice.

4. If probation is not recommended, the faculty, in consultation with the Co-Directors, will outline a specific remedial programme to the student.

5. If probation is initiated, the following format will be used to outline terms of the probation:

- a) The actions or deficiencies that lead to this recommendation.
- b) The condition of probation (i.e., what the student is expected to do differently).
- c) Specific remedial measures taken by the faculty to help the student achieve these goals.
- d) The length of the probation.
- e) Methods for monitoring and evaluating the student's performance at specific intervals during this period.

6. At the end of the probation period (or if conditions worsen during the probation necessitating formal action prior to its completion), the results of the continuing evaluation of the student's performance will be presented again to the core faculty. The student will be given an opportunity to meet again with the Directors and represented by a student or staff person of his/her choice.

7. At this time, the core faculty will decide on one of the following:

- a) termination of probation. A statement will appear in the student's file that conditions of probation were satisfactorily completed.
- b) continuation of probation for an additional specified period of time with a redefinition of the problem and procedures to be followed during this additional probationary period. A student will be allowed a maximum of two probation periods during their training.
- c) recommended termination of the student's training or non-renewal for the following year. All recommendations for termination or non-renewal will be subject to the approval of the Board of The Create Institute. All final actions decided upon will be recorded in the student's official file.

8. A student may be considered for termination of training without a probation period if it is felt that the student's behaviour or performance can not possibly be corrected with remediation or probation. The student will have the opportunity to represent her/his views and/or to have student or staff representatives present her/his point of view before the core faculty.

STEP THREE

Appeal Procedures

1. After termination has been decided, the student can ask for an appeal of the decision.
2. The student can then appeal to the Student Complaint Committee.
3. All appropriate information in the student's file will be made available to this Student Complaint Committee.
4. If the Student Complaint Committee disagrees with the decision of the Core Faculty, the student will be re-instated in the programme with a probationary period and all the probationary procedures followed as previously outlined.