Guidelines for Proposal & Application Packet for Practicum Experience in HPPE

1. Contents of the Narrative Proposal

The **written** proposal for the practicum/field experience must include:

1. student’s specific goals for the experience (2-4)
2. the types of experiences in which the student will be engaged, ie: what you will be doing, where you will be doing it, with whom will you be doing it, your tentative schedule
3. description of the report(s) to be submitted to the supervising faculty member (ie: Blackboard Discussions, mid-term & final self evaluation documents)
4. a complete, detailed schedule of dates upon which the various aspects of the experience are to be completed, ie: 5 hours/week for 10 weeks starting______ OR 30 hours during skills camp week on ________, plus an additional 10 hours each preparation & follow-up on_______ and _______
5. method and frequency of supervision by the on-site supervisor, and the procedure for evaluation of each task (ie: on-site supervisor will provide weekly or daily supervision & feedback as well as complete final evaluation form and grade recommendation at end of experience)
6. a paragraph or two to describe your background and indicate how this experience relates to your goals for this practicum/field experience. Include your interest in this particular experience(s) as it relates to career objectives, the time you have to devote to this work, and any relevant background experience.

2. Contents of Packet Checklist

_____ Narrative Proposal (2 pages double spaced minimum length)
_____ Application for Practicum form (signed by student & on-site supervisor)
_____ Statement of Student Responsibilities (signed)
_____ Statement of On-Site Supervisor Responsibilities (separate sheet signed by each supervisor, if multiple sites)

Turn entire packet in to supervising faculty member (me) prior to the beginning of the semester in which practicum is performed. Supervising faculty member will either sign and forward the packet to the Department Chair of HPPE for final approval OR return the unsigned packet to the student for necessary revisions. (THIS MAY BE CAUSE FOR A REDUCTION IN GRADE)

Students may begin working on hours prior to the official start date of the semester ONLY if practicum application packet has been approved.

Any student failing to obtain practicum approval prior to the mid-term grade submission date of the semester enrolled **will receive a grade of TF** (technical failure) for the course.
Application for Practicum

Applicant’s Name: ________________________________  ID # _______________

Best Way to Contact: ______________________________

Number of Undergraduate Credits Completed: ________________________________

 Semester in Which the Practicum Is To Be Undertaken: _______________________

 Course Title: ____________________________________________________________

 On-site Supervisor (Print): ______________________________________________

 On-site Supervisor (Print): ______________________________________________

 Supervising Faculty Member (Print): ________________________________

 Applicant’s Signature: ________________________________  _______________

 Date

Approvals:

__________________________  ____________________________
On-site Supervisor signature  Date

__________________________  ____________________________
On-site Supervisor signature  Date

__________________________  ____________________________
Supervising Faculty Member signature  Date

__________________________  ____________________________
HPPE Department Chair signature  Date
Statement of Student Responsibilities for Practicum

The student agrees to:

- locate a suitable practicum site
- follow the on-site supervisor’s work and job conduct rules, policies, and procedures
- attend meetings or workshops required by the on-site supervisor
- perform all work assignments in a prompt and professional manner
- provide updates and a complete evaluation of the practicum to the supervising faculty member
- notify the supervising faculty member, immediately, if the practicum status changes for any reason
- satisfactorily complete the practicum in order to graduate (complete work experience, any written work, and the oral presentation)

______________________________________________
Applicant’s signature                          Date
Statement of On-Site Supervisor Responsibilities for Practicum

The On-Site Supervisor agrees:

- to cooperate with the student and the Department of HPPE to achieve the goals of the practicum (including review of internship packet)
- that the employer’s (supervisor) signature on the Application for Practicum is certification that the student is undertaking a practicum experience
- to make periodic progress reports to the supervising faculty member
- to furnish information to both the student to assist in completing the project, and to the supervising faculty member (if requested), to assist in evaluating the student’s performance
- to be receptive to on-the-job visits by supervising faculty member
- to submit a written evaluation and grade recommendation for the student at the end of the practicum

_________________________  __________________
On-site supervisor’s signature                     Date