

# Southern Nazarene University

## Practicum Information and Materials

### Practicum Description

#### OVERVIEW

The practicum experience is designed to supplement classroom instruction and learning by providing direct experience in the student's major field of study.

Practicum supervision is provided by the Practicum Coordinator and an agency supervisor. Both supervisors work with the student to insure that the practicum provides a setting in which maximum learning may occur. The student must secure the approval of the Practicum Coordinator prior to his/her start date.

Current or previous employment and/or volunteer work will not be considered as a valid practicum option.

#### STUDENT ELIGIBILITY CRITERIA

1. The applicant must be a full-time student at the university the semester prior to the desired practicum.
2. The applicant must have a minimum cumulative grade point average of 2.5 (4.0 scale).
3. The applicant must secure the recommendation of the practicum coordinator.

#### PRACTICUM PROCEDURES

1. Permission must be granted from the Practicum Coordinator before a practicum application will be accepted.
2. The student must formally apply for the practicum. All documents are submitted to the Practicum Coordinator the semester prior to the desired practicum.
3. Students are strongly encouraged to conduct a personal search to identify practicum possibilities. The Practicum Coordinator may provide suggestions for search strategies and/or suggest organizations previously utilized by practicum students.
4. At the beginning of each practicum semester, the student, Agency Supervisor and Practicum Coordinator must agree to the placement. This may require a meeting. The student is expected to interview with the prospective practicum site prior to placement. If the placement is mutually agreeable to all parties, the student will be formally assigned to that site for the duration of the practicum.
5. Two weeks into the practicum experience, the student must submit the Learning Contract, mutually developed and agreed upon by the student and the Agency Supervisor.
6. The student is required to meet with the Practicum Coordinator at mid-term and at the end of the semester. These meetings are necessary in order to keep the Academic Advisor and/or Practicum Coordinator informed of the student's experience.
7. At mid-term, the Agency Supervisor will complete the Mid-term Evaluation form. A mid-term consultation is arranged, if needed, between the student, Agency Supervisor, and Practicum Coordinator.
8. Upon receipt of final evaluation and other materials, the student's final grade (on a pass/fail basis) is recorded by the Practicum Coordinator.

#### PRACTICUM GUIDELINES & EXPECTATIONS

1. During each practicum semester, the student is expected to spend 45 clock hours for each credit hour, including the time spent fulfilling practicum requirements (e.g., the final paper).
2. The student is expected to write a summary report at the end of each practicum assignment. The summary report should provide a synopsis of the types of experiences gained and the learning that resulted from those experiences. The report should be 4-7 typewritten pages in length and is due two weeks prior to the completion of the practicum experience.
3. The student is expected to follow agency policies and standards of productivity. The student is also expected to be punctual and act in a responsible, mature way. Appearance and conduct is expected to be in accord with agency policy. The student is expected to represent SNU in a favorable manner.
4. The student should attempt to solve any practicum problems (such as scheduling) that arise directly with the Agency Supervisor. If the student is unable to resolve practicum problems after working with the agency, then the student is advised to contact the Practicum Coordinator for assistance. The student may not withdraw from a practicum before consulting with the Coordinator and the Agency Supervisor.
5. The student is expected to document the practicum experience with a completed Practicum Checklist.

#### PRACTICUM EVALUATION

The student's performance in the practicum is evaluated using the following components:

1. Learning Contract & Summary Report: The student must submit the Learning Contract, as described in the procedures above. Upon completion of the practicum, the report is submitted summarizing the experience and learning that has occurred. Final evaluation is based, in part, on the degree to which the Learning contract has been fulfilled. The Learning Contract and Summary Report is evaluated by the Practicum Coordinator.
2. Agency Supervisor Evaluation: During the mid-point and at the end of the practicum, the agency supervisor completes an evaluation of the student's performance.
3. Practicum Checklist: At the end of the practicum, the student submits the completed Practicum Checklist.

APPLICATION FOR PRACTICUM

Name:		Date:	
Current Address:		Phone:	
Organization/Company Name:		Phone:	
Organization/Company Address:			
Job Position/Title:			
Major(s):	Age:	Advisor:	
Minor(s):	Concentration Area within Major (if applicable):		Cum GPA:
Total number of credit hours completed:		Previous Practicum Experience: Yes / No (Please circle one) If "Yes" please list organization:	
Please list your previous work experience, paid or volunteer, from the last 3 years:			
Special skills:			
Long-range career goal:			

PRACTICUM LEARNING CONTRACT

This contract is to be developed by the student and the Agency Supervisor. It is to be returned to the Practicum Coordinator by the second week of the practicum. The signature of both the Agency Supervisor and the student indicate that the contract terms are mutually agreeable and will be followed in the practicum.

Student name:		Major:
Scheduled beginning date:	Scheduled ending date:	
Practicum Agency:		Phone:
Agency Address:		
Agency Supervisor:	Supervisor Title:	
Supervisor Phone:	Supervisor E-mail:	

**LEARNING OBJECTIVES:**

Your learning objectives should be specific, measurable statements of what you hope to accomplish by interning. They can be academic, personal and vocational in nature. They should relate directly to your responsibilities and scheduled experiences.

- 1.
- 2.
- 3.
- 4.
- 5.

**PRACTICUM DUTIES & RESPONSIBILITIES:** Describe your role along with all projects and duties assigned.

**ARRANGEMENTS FOR MEETINGS WITH AGENCY SUPERVISOR:** (Indicate frequency and length)

**WORK SCHEDULE** (be specific):

**SIGNATURES:**

\_\_\_\_\_ Date: \_\_\_\_\_  
Agency Supervisor

\_\_\_\_\_ Date: \_\_\_\_\_  
Student



**PRACTICUM CHECKLIST: CRITERIA FOR EVALUATION**

All criteria must be met before credit will be awarded

<b>DATE COMPLETED</b>	<b>REQUIREMENTS</b>
	Recommendation/Enrollment from Academic Advisor
	Practicum Orientation/Meeting with Practicum Coordinator
	Application for Practicum/Rationale for Practicum
	Initial Meeting with Agency Supervisor
	Practicum Recommendation from Coordinator
	Learning Contract Complete and Submitted
	Mid-Term Consultation with Practicum Coordinator (if necessary)
	Mid-Term Consultation with Academic Advisor (if necessary)
	Mid-Term Consultation with Supervisor & Coordinator (if necessary)
	45 Clock Hours for each Credit Hour (Not including time spent on journal and paper)
	Final Consultation with Supervisor
	Practicum Journal
	Summary Paper (turned in two weeks prior to end)
	Agency Supervisor Final Evaluation
	Final Meeting with Academic Advisor (if necessary)
	Final Meeting with Practicum Coordinator: Journal, Summary Paper, and Checklist are due

## SUMMARY REPORT GUIDELINES

The summary report should provide a synopsis of the types of experiences gained and the learning that resulted from those experiences. It is an overview of the practicum experience and allows the opportunity to reflect on the learning that occurred as a result of the total experience.

The summary report should be 4 – 7 typed pages in length and include the following:

- I. OVERVIEW OF THE LEARNING EXPERIENCE
- II. PRINCIPLES, CONCEPTS AND GENERALIZATIONS
- III. PERSONAL RESPONSE
- IV. FUTURE APPLICATIONS

### I. OVERVIEW OF THE LEARNING EXPERIENCE

This section of your paper should give a brief description of the practicum:

- why did you select or desire this particular practicum?
- where did the practicum occur? (agency name, department, address, phone)
- what were your expectations and learning objectives?
- who was involved in the experience? (agency supervisor, title, credentials, staff members, clients)
- what were your assignments/responsibilities/duties?
- what workshops/seminars/staffings did you attend?
- what readings/resources were assigned for clarification and/or orientation purposes?
- describe agency policy and procedures, philosophy, mission statement, administrative structure, funding, links with community, responsibilities and limitations

### II. PRINCIPLES, CONCEPTS AND GENERALIZATION

This section provides the opportunity to explore the relationship between the principles and concepts covered in coursework with the practical practicum experiences.

- describe situations and experiences that you:
  - could make direct application of material studied in course work
  - were able to teach/help others based on information covered in classes
  - now realize were addressed in course curriculum but you didn't make the connection at the time
- what specific skills/attitudes/aptitudes were required/learned/enhanced?
- what specific methods/strategies/techniques/theories were emphasized/experienced/learned?

### III. PERSONAL RESPONSE

This is your opportunity to reflect on the total experience and how it affected you personally:

- what was enjoyable or pleasant about this experience? why?
- what did you find difficult or negative about this experience? why?
- what did you learn about yourself as a result of this experience?
- in what ways are you different from having this experience?
- how has your thinking changed based on this experience?
- if you could start this practicum over again, what would you do differently? why?
- what was the educational and training value of this practicum?
- evaluate your experience in relation to the original learning objectives that were established
- why would you recommend this practicum?

### IV. FUTURE APPLICATIONS

Now is the time to think about the future:

- how will the knowledge gained from this situation be helpful?
- what predictions can you make?
- in what ways did this practicum help you clarify your career goals?
- are you interested in pursuing a career that relates to your practicum? why?
- in what way(s) will what you have learned from this experience impact other aspects of your life?
- how can you help others because of what you have learned?
- what comments, suggestions, or criticisms about your experience could be made in order to serve others better?