

**Missouri State University**  
**Student Affairs in Higher Education**  
**Practicum Handbook**

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## **Introduction for Prospective Practicum Site Supervisors**

*1) Is this for me? Would you like/be able to:*

- \*Host a student with ideas, energy and interest in your area.
- \*Mentor a student interested in your profession.
- \*Spend 30 minutes per week working with the student.
- \*Provide the student with an orientation to your office, colleagues and functional area
- \*Share written materials and information about your functional area and professional organizations with the student.
- \*Share your perspective on your functional area, professional role, and duties with the student.
- \*Identify duties for the student to perform that meet your needs, and gradually increase in required level of responsibility.
- \*Help the student link his/her interests, with duties within the office, learning opportunities and ACPA/NASPA Competencies.

*What are the ACPA/NASPA Competencies? These are the knowledge, skills and disposition competencies required of professionals in Student Affairs, as promulgated by the two umbrella professional associations – College Student Educators International (ACPA) and Student Affairs Administrators in Higher Education (NASPA). See end of document for additional information.*

*2) Here is what students are interested in:*

- \*Your functional area:
  - Readings
  - Professional organizations,
  - Organizational chart, staffing, institutional documents describing the office at your institution
- \*Your career path
  - Interests, passions, values
  - Challenges and rewards of your work
- \*Opportunities to connect your functional area to the broader operations of:
  - Student affairs
  - Academic affairs
  - The University

*3) How does the process begin?*

A. Students will call or email you to make the first contact in the semester before the desired practicum. The student will email you a written statement of introduction and rationale for requesting a practicum in your area. If you are interested in considering the student further, an appointment should be set up to meet with the student. Please don't hesitate to turn down an inquiry if it is not a good time to host a student.

B. The email will include a

- 1) Statement of introduction, including past experience in student affairs, undergraduate institution and major, and current GA position.
- 2) Written rationale for interest in your area, including knowledge, skills and competency areas the student wishes to enhance, etc.

C. The First Meeting should include

- 1) Discussion of the student's rationale/background, career interests. Students are expected to research the functional area before meeting the administrator.

- 2) ACPA/NASPA Competencies self-assessment
- 3) Opportunities available in your office
- 4) Discussion of a potential practicum agreement and schedule

D. If you and the student are in agreement, you and the student will fill out the practicum agreement form and schedule for the coming semester. The agreement must be submitted before the beginning of the term in which the student enrolls in the practicum.

4) *What is the Faculty Coordinator's role?*

- \*Facilitate placements
- \*Develop and oversee course requirements, including readings and texts
- \*Share course syllabus with Practicum Site Supervisor
- \*Facilitate discussion of learning during monthly class meetings
- \*Provide support and guidance to students and site supervisors
- \*Sounding board/resource for students and supervisors
- \*Ensure proper documentation and assessment of student performance

5) *What are the basic elements of the practicum?*

- \*The experience:
  - 15 weeks during Fall or Spring, approximately 5-7 hours per week
  - 8 weeks during summer, approximately 10 hours per week
- \*Practicum Documentation – written documents utilized in the practicum experience, included in the SAHE Practicum Handbook
  - Student Introduction - includes
    1. Background, Education, GA, Experience in SA
    2. Rationale for requesting the specific practicum
  - Student Self-Assessment of skill level on ACPA/NASPA Competencies
  - Practicum Agreement - includes
    1. Expectations for Students
    2. Expectations for Supervisors
  - Practicum Schedule - includes
    1. Scheduled time for the student to work in your office
    2. Schedule for you to meet weekly with the student
  - Practicum Learning Goals and Activities mutually agreed upon by student and supervisor
    1. Five primary learning goals to be achieved during the practicum
    2. Activities to be undertaken to achieve the above learning goals
    3. The ACPA/NASPA Competencies that will be addressed in each activity
    4. How student performance and learning will be assessed by the site supervisor
  - Mid Term Self-Assessment of Performance by Student
    1. Midterm Assessment by Supervisor of Student Performance and Learning
  - Final Assessment by Supervisor of Student Performance and Learning
  - Feedback to Faculty Coordinator from student and supervisor

6) *What are the student's course requirements for the practicum?*

- \*Monthly Class Meetings

\*Two individual meetings with Faculty Coordinator

\*Reflective Journal submitted monthly:

Weekly description of activities

Guided Reflections

\*Mid Term

\*Written self-assessment of performance and learning

\*Discussion of self-assessment with site supervisor

\*Supervisor assessment of student Performance

\*Final

Supervisor Assessment of Performance

Supervisor Feedback to Faculty Coordinator regarding practicum

Student Feedback to Faculty Coordinator regarding practicum

*The ACPA/NASPA Competencies are organized into 10 competency areas:*

Personal and Ethical Foundations

Values, Philosophy and History

Organizational and Human Resource

Leadership

Social Justice and Inclusion

Student Learning and Development

Technology

Advising and Support

Assessment, Evaluation, and Research Law Policy and Governance

For a listing of all competency areas and competencies:

[http://www.naspa.org/images/uploads/main/ACPA\\_NASPA\\_Professional\\_Compencies\\_FINAL.pdf](http://www.naspa.org/images/uploads/main/ACPA_NASPA_Professional_Compencies_FINAL.pdf)

## **Introduction to Practicum Experience Handbook**

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The practicum experience is designed to give students an exposure to a new functional area of interest within Student Affairs and/or a new college or university setting. The practicum also provides students with a chance to apply and test newly acquired knowledge and skills. This packet of information is designed to ensure a successful and enriching learning experience by providing guidance to both Practicum Students and Supervisors experience.

The term practicum is used to describe an unpaid experiential learning opportunity, while we use the term internships to describe experiential learning opportunities where students are provided room and board, and possibly a stipend. These experiences are usually sponsored by national organizations in student affairs, such as NODA and ACUHO–I, and are provided at sites away from campus and are available only during the summer term.

Selecting a practicum experience is very important. Students should consider their career goals, professional competency strengths and weaknesses, and limitations of their previous experiences and opportunities. The practicum is one of the few areas of study in which students can customize their educational journey, so it is important to give considerable thought to the selection of a practicum site and supervisor.

Materials that you produce during the practicum are expected to serve as significant artifacts for your portfolio. These may include reports, agenda, brochures, videos or other items. You will also be expected to keep a journal about your practicum activities and reflections as part of practicum course requirements - the journal may serve in whole or part as an artifact for your portfolio. Finally, the practicum may provide you with experiences which you can incorporate into case studies or other scenarios that can help you document your skills and dispositions.

It is important to ensure the practicum is a mutually satisfactory and beneficial experience for the student and the organization, unit and individual hosting the practicum. Both Practicum Student and Supervisor should be aware of and agree to the responsibilities of each role. To that end, the general process for obtaining a practicum shall be as follows:

1. Students who are ready for a practicum experience shall contact a potential supervisor indicating their professional interests, time available for the practicum, skills and abilities and provide a resume and link to the SAHE practicum handbook.
2. During the interview, students and supervisors should discuss the students learning goals, skills and interests and potential contributions to the organization. Supervisors willing to host the student should then fill out the Practicum Agreement with the student. This should be completed prior to the semester in which the practicum is to begin. The Practicum Agreement, provided in this handbook, serves as an outline of the responsibilities, projects and tasks to be performed by the student.
3. No later than the first week of the practicum semester, the student and supervisor should additionally complete the Practicum Student Schedule, describing the work schedule for the semester.
4. The Practicum Rationale and Learning Goals for the Practicum should be completed by the student and supervisor and submitted to the Coordinator before the fourth week of the practicum semester.

After a student has been accepted by a Practicum Supervisor/Functional area, it is vital that both parties sit down together and review the information contained in this handbook. The information in this handbook is a guide that can help both Student and Supervisor effectively set goals, identify learning objectives, and evaluate progress throughout the semester.

### **Restrictions and Requirements**

Students should not conduct a practicum where they hold their Graduate Assistant position. In addition, students should not conduct a practicum in the same office twice. Students are expected to complete five to seven hours of work each week at their practicum site.

[Introduction adapted from Indiana State University's Higher Education and Student Affairs Practicum Manual 2009-2010]

### **Standards of Practicum Experiences**

All practicum experiences should adhere to these standards:

- A practicum should offer the opportunity to observe or participate in all those activities and responsibilities that are considered to be the major function of the office in which the practicum is located.
- The site supervisor should provide at least one hour per week of individualized supervision and feedback for each practicum student.
- A student should have the opportunity to undertake at least one major independent project which will be of benefit to the site as well as a learning experience for the student.
- A practicum should offer the opportunity for development of skills in one or more of the following areas deemed important for student affairs professionals:
  - Administration - completing administrative tasks such as budgeting, resource utilization planning, long range planning for the unit, personnel management.
  - Assessment and Evaluation - determining the needs of particular populations and determining the effectiveness of programs, policies, or personnel.
  - Consultation - working with groups or individuals to improve the functioning of their organizations.
  - Counseling/Advising - working with students on a one-to-one or group basis to enable them to overcome current problems, to prevent possible problems in the future, or to facilitate their development in specific areas.
  - Diversity - working with a variety of students and/or faculty and staff from diverse backgrounds (for example, race, gender, religion, etc.).
  - Environmental Redesign - assessing the characteristics of a particular environment and/or the "fit" between student and environment in order to modify it to better meet the needs of students.
  - Instruction - presenting material in a formal or informal teaching role.
  - Program Development - developing or modifying programs to meet the needs of a particular population and to facilitate student and/or staff development.
  - Staff Development - selecting and/or training new staff, planning on-going staff development programs.
- Students should be encouraged to learn how various philosophical and theoretical perspectives apply to the functional area in which they are working.

- Students should be encouraged to develop their own philosophical perspective and to reflect on the activities in which they are engaged.
- Students should be encouraged to determine their particular strengths and weaknesses as well as likes and dislikes related to the particular area in which they are working.

### **Practicum Opportunities and Contacts at Missouri State University – Updated as of 7/2021**

1. Academic Advising – Ross Hawkins, Director of Academic Advising and Transfer Center
2. Adult Student Services – Jaimie Ross, Director
3. Academic Achievement Center (Student Athlete Advising) – Dan Raines, Assistant Director of Athletics for Academics and Student Services
4. Alumni Relations – Debbie Branson, Associate Director of Alumni Relations
5. Bear CLAW – Diana Garland, Director of Learning Commons, Bear CLAW
6. Bookstore – James Sexton, Director of Bookstore
7. Campus Recreation – Ashleigh Lewellen, Director of Campus Recreation
8. Career Center – Kelly Rapp, Director of Career Center
9. Dean of Students – Andrea Weber, Dean of Students
10. Development - Wendy Ferguson, Exec Director Development
11. Disability Resource Center – Andrew Oliver, Director DRC
12. Financial Aid – Rob Moore, Director
13. First Year Programs – Kelli Wood, Executive Director, Center for Academic Success and Transition
14. Fraternity and Sorority Life – Vacant as of 7/2021
15. Health Center (Taylor) – Dr. Dave Muegge
16. International Student Services – Patrick Parnell, Director of International Services
17. Leadership Development – Tara Benson, Associate Director PSU-Director Student Engagement
18. Residence Life - Living Learning Communities – Katie Colip, Coordinator of Residence Life-Living-Learning Communities
19. Residence Life: Research, Leadership and Programs – Travis Schilla
20. Multicultural Resource Center, Multicultural Programs including LGBT Student Services– Grey Garris, Assistant Director, Multicultural Programs/LGBTQ+ Student Services
21. Multicultural Student Services – Rabekah Stewart, Assistant Vice President for student Affairs – Multicultural Services
22. Orientation and Transition Programs (Orientation) – Priscilla Childress, Director, New student Orientation, Family Programs and Student Affairs Special Events
23. Office of Admissions – Teresa Haney, Director of Admissions
24. Institutional Research – Michelle Olsen, Director Institutional Research
25. Registrar – Rob Hornberger, Associate VP for Enrollment Management and Services, Vice President Student Affairs
26. Student Conduct – vacant as of 10.5.21
27. Student Employment Services –Cheryl Combs
28. Student Engagement – Tara Benson
29. Student Union – Terry Weber, Director of Plaster Student Union



30. Title IX – Jill Patterson, Title IX Coordinator
31. TRIO Programs and Multi Student Retention–
32. TRIO Upward Bound
33. Veteran Services - Raeleen Ziegler, Director
34. Vice President of Student Affairs – Dee Siscoe

Practica may also be hosted by other colleges and universities. There are additional opportunities to obtain internship placements through professional organizations. See the Program Director for further information.

### **Role of the Practicum Coordinator**

The practicum coordinator is responsible for communication with the practicum supervisors and for assisting students in selecting and establishing practicum experiences which will benefit students. The practicum coordinator will require from each student the completion of (a) a midterm and final evaluation of the student by the practicum supervisor, (b) a midterm self-evaluation by the student to be used in discussion and preparation of the midterm evaluation by the supervisor, and (c) feedback on the practicum experience submitted separately by the student and the practicum supervisor. Practicum supervisors should feel free to raise issues and concerns with the practicum coordinator regarding the practicum experience, the practicum student, or the academic program.

### **Practicum Coordinator Roles**

The practicum coordinator will carry out the following activities:

1. Assist students in identifying potential practicum experiences and facilitating contact with potential sites.
2. Collect Practicum Agreements completed by students, Midterm and final evaluations
3. Maintain contact with practicum supervisors to clarify departmental expectations regarding practica and assist in development and maintenance of practicum experiences.
4. Submit final grade reports.

### **Role of the Practicum Supervisor**

The cooperating professional responsible for the practicum is considered the practicum supervisor. Although practicum students potentially perform a number of tasks and frequently work with different staff members, for purposes of continuity, for overall supervision, and final evaluation, it is necessary that one practicum supervisor be designated for each student's entire practicum. The practicum supervisor is responsible for recommending a grade for the practicum student.

Once the practicum has begun, the practicum supervisor is expected to spend a minimum of one hour with the practicum student for each ten hours per week the student spends at the practicum site.

Initially, sessions may cover such topics as review of the learning contract, orientation to the workplace, and start-up work on outlined activities. As the practicum experience progresses, this time should be spent reviewing the student's progress in meeting the specifics of the learning outcomes, discussion of professional concerns, or other relevant topics. The time is designed to provide the practicum student with performance feedback, and for the practicing

professional to share insights and experiences with the student.

The practicum supervisor will carry out the following activities related to the practicum:

1. Meet with interested students to provide information concerning practicum experience in the office.
2. Select practicum student(s) for the semester and communicate with students who were not selected.
3. Complete Practicum Agreements with students accepted for practicum supervision that describe student responsibilities, duties and tasks for the practicum.
4. Meet with practicum student(s) to establish Practicum Schedules and Learning Goals of the practicum experience.
5. Meet with the practicum student on a weekly basis to review assignments, assess progress, and engage in discussion of topics relevant to the operations and philosophical perspective of the office and functional area in general.
6. Inform the student and practicum coordinator of any problems or concerns related to the student's performance or the practicum arrangements.
7. Evaluate the student's performance, discussing this evaluation with the students and recommend a grade to the practicum coordinator.

Suggestions for establishing an effective supervisory relationship with the practicum students:

- Respect the personal integrity of the practicum student.
- Accept the practicum student both as a student and as a colleague.
- Establish and maintain informal, friendly working relations with the practicum student.
- Encourage the practicum student to express opinions and to feel free to come to you to discuss problems.
- Originate and suggest new ideas without dominating the student's thought and action.
- Encourage the student to make decisions, based on defensible standards, rather than asking you to make decisions.
- Observe the student at work and record observations without disturbing the practicum student's balance and poise.
- Maintain your confidence in the student and be optimistic about eventual success, even during those periods when the student becomes discouraged.
- Evaluate the practicum student's early work, providing both encouragement and suggestions for improvement.
- Encourage the practicum student to develop new ideas and put them into practice.
- Encourage the practicum student to try different methods of accomplishing assigned tasks.
- Develop a system of continuous evaluation, and share your judgment with the practicum student at appropriate times.
- Clarify relationships to higher-level administration, to other staff and to students, and give the student an understanding of the proper channels of communication.
- Include the practicum student in the professional and social life of the office staff.

### **Examples of project or activities to provide to the practicum student:**

- Read current articles related to practicum host office.
- Research and present on a particular issue related to your office for the benefit of staff and students that work in your area (e.g. a trend, or up-and-coming issue that pertains to your office or area).
- Provide a holistic view of the department by allowing the student to meet with people in all areas of the department.
- Conduct a focus group with students that will address a particular need for the department.
- Research what our benchmark institutions are doing in your department's area of work.
- Plan a program to be implemented in your department.
- Design a brochure for your office.
- Observe and participate in office meetings, meeting with students, committee meetings, etc.

### **Role of the Practicum Student**

It is the responsibility of the student to carry out the following activities related to securing a practicum:

1. Contact potential practicum sites, introducing themselves, their professional interests, goals and abilities, and outlining the time they would be able to dedicate to a potential practicum. The student should provide a resume the MSU SAHE practicum requirements summary for new sites and a copy of the student's practicum rationale. See the template for contacting prospective practicum supervisors at the end of this handbook
2. Meet with potential practicum supervisors at their request.
3. Complete the Practicum Agreement Practicum Supervisor in the semester prior to the practicum and submit it to the Practicum Coordinator.
4. Unless otherwise specified in the practicum agreement, the practicum should be completed the first week of the practicum semester. (Practicum Supervisors may require the schedule to be submitted earlier, most likely during the previous semester.)
5. Unless otherwise specified in the practicum agreement, the Learning Goals should be completed with the Practicum Supervisor during the first month of supervision. (Practicum Supervisors may require the Learning Outcomes to be completed earlier, within the first two weeks of the practicum semester.)

During the practicum, the student should complete the following activities:

- Meet weekly with the practicum supervisor to review assignments, discuss progress, and engage in discussion of topics relevant to the operation and philosophical perspective of the office and functional area in general.
- Carry out activities as established in the Practicum Agreement, Schedule and Learning goals and any additional responsibilities which are mutually agreed upon by the student and practicum supervisor.
- Fulfill agreed upon time commitments.
- Conduct oneself in a responsible and professional manner.
- Raise concerns with the practicum supervisor and practicum coordinator if the

objectives for the practicum are not being met or if the supervision being received is inadequate.

#### Midterm of the Practicum

- The practicum supervisor will provide an assessment of the student's performance that should be discussed with the student
- Complete a midterm self-assessment of the practicum experience to be discussed with the practicum supervisor and turned in to the practicum coordinator.

Final weeks of the practicum, students will be asked to evaluate the experience in the following manner:

- Complete a self-assessment of the practicum experience to be discussed with the practicum supervisor and turned in to the practicum coordinator.
- The practicum supervisor will provide an evaluation of the student that should be discussed with the student. In addition, the practicum supervisor will also provide a grade recommendation.

#### Practicum Timeline

The following is a timeline of when practicum forms will need to be completed for experiences scheduled during **Fall or Spring**:

- **Prior to Semester Starting**  
Student needs to submit signed Rationale to Practicum Supervisor and obtain a signed Practicum Agreement from the Supervisor.  
Both Rationale and Practicum Agreement must be submitted to Practicum Coordinator.
- **Beginning of Practicum**  
Student needs to post on BB the Practicum Schedule agreed to by the student and supervisor (unless requested earlier by Practicum Supervisor) by the end of the first week of the practicum
- **3<sup>rd</sup> week of Practicum**  
Learning Goals and Activities are agreed to by the student and supervisor and posted on BB for the Coordinator
- **Middle of Practicum Experience**  
Student and Supervisor Complete and discuss Practicum Midterm Assessment and post on BB for Coordinator.  
Student and Supervisor Complete and discuss Mid Term Self-Assessment and student posts on BB Coordinator.
- **End of Practicum Experience**  
Student and Supervisor Complete and discuss Practicum Student Assessment and Grade Recommendation and student posts on BB for Coordinator.  
Student and Supervisor each separately email feedback to Practicum Coordinator.

#### Summer Experiences

- Prior to Semester Starting

Student needs to submit signed Practicum Agreement to Practicum Coordinator one month before practicum begins.

- **Beginning of Practicum**  
Student needs to post on BB the Practicum Schedule agreed to by the student and supervisor (unless requested earlier by Practicum Supervisor) no later than the first week of the practicum.
- **2<sup>nd</sup> Week of Practicum**  
Learning Goals and Activities are discussed and determined; supervisor signs the document and the student posts on BB for the coordinator.
- **Middle of Practicum Experience**  
Student completes practicum self-assessment, posts it on BB, and discusses it with the Practicum Supervisor.  
**Student and Supervisor** Complete the Mid Term Assessment and student posts the signed document on BB.
- **End of Practicum Experience**  
Student and Supervisor Complete and discuss Practicum Student Evaluation and Grade Recommendation and student posts on BB for Coordinator.  
Student and Supervisor each separately email feedback to Practicum Coordinator.

### **Fall/Spring Outline Example**

The following is an example of an outline one could design for the Fall or Spring practicum experience:

- Week 1
  - Initial Meeting (2 hours) - Discuss practicum experiences and expectations of each other. Complete Practicum Learning Outcomes.
  - Overview of Department/Office (1 hour) - Show student around the office and
  - Introduce the student to staff members in the office. Discuss current projects in the department, the everyday operations of the office, the success and challenges of the department, goals in the department, and the structure of the department.
- Week 2 to Week 14 (Suggestions of time commitments for the practicum)
  - Weekly meeting with student and supervisor (1 hour) - Discuss projects, past meetings attended, upcoming meetings, answer questions, learn about each other, etc.
  - Meet with office staff (1-2 hours) - Practicum student meets with another person in the office to learn the role and contributions to the overall outcome of the department's goal.
  - Project Time (2-3 hours) - Practicum student will work on a project that has been assigned.
  - Meetings (1-2 hours) - Invite the practicum student to attend any meetings that the supervisor attends.
- Week 7 (In addition to weekly tasks).
  - Evaluation (1 hour) - Meet and discuss the progress of the student and the

projects the student has been working on thus far. Provide the student with the Midterm Evaluation.

- Week 14 (In addition to weekly tasks)
  - Evaluation (1 hour) - Meet and discuss the practicum experience with the student. Provide the student with the Final Evaluation.

### **Practicum Rationale**

**To be shared with the supervisor and posted on BB prior to enrollment in the practicum**

Name of Student:

Practicum Supervisor Name:

Practicum Supervisor Contact Number:

#### **Rationale for choosing this semester's practicum**

Your practicum is a very important part of your educational experience. You, your practicum supervisor and your practicum coordinator need to have a very clear picture of the reasons you are pursuing this practicum and what you hope to get out of it in order to maximize your learning. Generally, students are looking to broaden and/or deepen their learning experiences beyond their GA or prior practicum experience. Potential career interests also may play a role in practicum selection.

In the section below, please share information about 1) your background and prior experiences, 2) your reasons for selecting this functional area and institutional setting for your practicum and 3) the ACPA/NASPA Competencies you most wish to develop during your practicum experience.

**Practicum Agreement**

**All four sections to be completed/signed and posted on BB the Semester before beginning the Practicum**

**I. Student Information**

Name of Student:

Phone Number:

Email:

Semester Practicum will be completed:

**II. Practicum Site Information**

Department/Office Offering Practicum:

Contact Information for Practicum Supervisor

Name:

Title:

Phone Number:

E-mail:

**Description of Department/Office:**

## Description of Practicum (Responsibilities, Assignments, Duties and/or Projects)

### III. Supervisor Responsibilities

Each practicum supervisor is responsible for providing on-site orientation, direction and supervision, ensuring that hours are completed according to the agreement. The supervisor also needs to make sure that necessary resources are available to the student.

Regular supervisory meetings should be scheduled weekly in addition to meetings directly involving the practicum project(s). It is a good practice to outline specifically the student's learning goals and objectives, the supervision goals and objectives, the supervision schedule, and what work performance (specific or overall) will be reviewed a particular schedule.

#### **As Practicum Supervisor, I agree to the following:**

- I will provide **weekly supervision meetings** with the practicum student in order to enhance and support student learning.
- I will provide **an orientation to the practicum** setting and to the organizational environment.
- I will provide the student with **appropriate work space**.
- I will develop, with the student, **projects** for the practicum experience.
- I will provide **specific duties** for the practicum student.
- I will provide a **written evaluation of the student's performance** as requested by the program coordinator.
- I will provide **information and resources** as appropriate to help the student complete the practicum experience.
- I will make **suggestions for reading** related to the practicum area when appropriate.
- I will encourage the student to be *ethical* at all times.

#### **With the student, I will create:**

- **Learning objectives** to be accomplished through the practicum experience.
- **A list of specific activities** to be engaged in to meet the objectives.
- **A work schedule** including days, times, and special dates/events

Practicum Supervisor Signature \_\_\_\_\_ Date \_\_\_\_\_



#### **IV. Practicum Student Responsibilities**

**As Practicum Student, I agree to the following:**

**Confirm my practicum schedule with my supervisor and post it on BB no later than the 1st week of the practicum semester OR earlier, as specified by the Practicum Supervisor: Schedule will be due \_\_\_\_\_.**

**Discuss and confirm my learning outcomes with my Practicum Supervisor no later than the 3<sup>rd</sup> week of the semester OR earlier, as specified by the Practicum Supervisor: Learning Outcomes will be due \_\_\_\_\_.**

**In addition,**

- I will attend weekly meetings with the practicum supervisor.
- I will assist in the development of projects for the practicum experience.
- I will effectively communicate with my practicum supervisor.
- I will provide written self-evaluations to my practicum supervisor as requested by the practicum coordinator.
- I will be ethical at all times.
- I will complete learning objectives to be accomplished through the practicum experience.
- I will represent myself, the program, and my department to the best of my ability.

Practicum Student Signature \_\_\_\_\_ Date \_\_\_\_\_

### **Practicum Schedule, Weekly Meetings and Student Workspace**

To be posted on BB during the first week of the practicum semester or earlier, as specified in the Practicum Agreement by the Practicum Supervisor

Name of Student:

Practicum Supervisor Name:

Practicum Supervisor Contact Number:

Practicum Start Date:

Practicum End Date:

- 1) **Weekly Work Hours:** Minimum 5 hours Spring and Fall semesters, 10 hours per Summer Semester

<b>Day</b>	<b>Start Time</b>	<b>End Time</b>	<b>Total Hours</b>
Monday			
Tuesday			
Wednesday			
Thursday			
Friday			
Weekend			

- 2) Date and time of weekly meeting between supervisor and student:

- 3) Student Workspace location:

## Additional Conditions of Practicum

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

Practicum Supervisor \_\_\_\_\_ Date: \_\_\_\_\_

### **Practicum Learning Goals, Activities and Competencies**

#### **Learning Goals**

After a few weeks in the practicum, the student and supervisor should have a good understanding of what can be gained from this semester's experience, in light of the opportunities available in this practicum and the student's own learning goals. In the sections below, five learning goals should be identified as well as the activities the student will undertake to achieve these goals. The ACPA/NASPA competencies that the student will gain should also be identified as well as the means by which the supervisor will assess student learning.

These learning goals, activities and competencies and assessments need to develop, discussed, and completed in consultation with your practicum supervisor.

#### Learning Goal 1:

.

A. Action Steps to Achieve Learning Objective:

B. At least 3 ACPA/NASPA Competencies to be addressed in this activity:

C. How the supervisor will assess student learning

#### Learning Goal 2: **Create/learn DEI resources and programming than can be used in a Greek Life setting for students.**

A. Action Steps to Achieve Goal:

B. At least 3 related ACPA/ NASPA Competencies to be addressed in this activity:

C. How the supervisor will assess student learning.

**Learning Goal 3: Learn best strategies to answering hard questions that families ask and communicating with them i.e.: hazing, dates questions, etc.**

- A. Action Steps to Achieve Goal:
- B. At least 3 ACPA/NASPA Competencies to be addressed in this activity:
- C. How the supervisor will assess student learning

**Learning Goal 4: Learn successful strategies to help advise and support student groups plan for formal recruitment. (Accessibility?)**

- A. Action Steps to Achieve Goal:
- B. At least 3 related ACPA/ NASPA Competencies to be addressed in this activity:
- C. How the supervisor will assess student learning.

**Learning Goal 5: Design assessment/learn of assessments that are used in the office?**

- A. Action Steps to Achieve Goal:
- B. At least 3 related ACPA/ NASPA Competencies to be addressed in this activity:
- C. How the supervisor will assess student learning.

Practicum Student \_\_\_\_\_ Date \_\_\_\_\_

Practicum Supervisor \_\_\_\_\_ Date \_\_\_\_\_

**Midterm Self-Assessment**  
**To be discussed with the Practicum Supervisor**

Note to practicum student: Please take some time to reflect upon the different areas of your practicum experience thus far. Rate yourself in the areas below and comment upon your progress within the practicum experience. Bring this completed self-assessment to your midterm assessment meeting with your Practicum Supervisor (this meeting should take place midway through the semester). While feedback should be a continual and ongoing process between the Practicum Supervisor and student, this form should assist you in communicating with your Practicum Supervisor regarding your progress and goals.

Please assess your progress in completing the learning goals identified at the beginning of the semester.

Please note any learning outcomes that has needed to be delayed, or if any need Learning Goals to be revised.

Student can comment upon the progress in any of these areas in the space below each objective.

Brief Statement of Learning Goal 1:  
Comments:

Learning Goal 2:  
Comments:

Learning Goal 3:

Comments:

Learning Goal 4

Comments:

Learning Goal 5:

Comments:

**Please reflect on and assess your performance in the following areas:**

- 1) Professionalism in the workplace (creating relationships with colleagues, supervisors, administrative support staff, attitude, flexibility, etc.)  
Self-Assessment
  
- 2) Communicating effectively (written, verbal, collaborating on projects, keeping in communication with supervisors)  
Self-Assessment
  
- 3) Developing new skills and using resources (learning about the office in which you are working, understanding the philosophy and mission of that office and others on campus and how they all work together, applying what you are learning in class to your work)  
Self-Assessment

**Other matters of importance**

The last part of this self-assessment gives you a chance to comment on other skills, knowledge, and practical experience you would like to continue to get in the last half of the semester – is there anything you want to know about that you have not yet learned? Do you need to set some new goals with your supervisor? Take time to comment on those questions and to discuss these with your Practicum Supervisor.

Comments:

Practicum Student Completion Date \_\_\_\_\_

Practicum Supervisor Completion Date \_\_\_\_\_

### **Midterm Supervisor Assessment**

To be completed by practicum supervisor and posted by the student on BB

While feedback should be a continual and ongoing process between the practicum supervisor and student, this form will serve as a more formal formative assessment to allow both supervisor and student to reflect progress made in the practicum. This form is to be filled out by the practicum supervisor and to the practicum student midway through the semester in a one-on-one meeting, following a discussion of the student's self-assessment. After the midterm meeting takes place, both supervisor and student should sign the assessment. One signed copy of the evaluation should be sent to the Practicum Coordinator, one is to be given to the student, and it is recommended that the supervisor also keep a copy. It is advisable that the original goals and learning objectives be revisited in this meeting.

Please describe your practicum student's progress in meeting the responsibilities and duties of the practicum and completing the learning objectives identified at the beginning of the semester. Please note if learning objectives have had to be delayed or need revision.

#### **Learning Goal 1:**

**Comments:**

#### **Learning Goal 2:**

**Comments:**

#### **Learning Goal 3:**

**Comments:**

**Learning Goal 4:****Comments:****Learning Goal 5:****Comments:**

**Please comment briefly on the practicum student's performance in each of the following areas:**

Professionalism in the workplace (Is the student able to communicate effectively and develop positive relationships with others in the office? Is the student's attitude and communication professional and appropriate?):

Understanding of the organization's purpose, policies, and procedures (Is the student aware of resources within the office and know how to use them effectively? Does the student apply this knowledge in completing paperwork, projects, or other activities?):



Additional Practicum Supervisor Comments (optional):

Practicum Student Comments (optional):

Practicum Supervisor Date of Completion \_\_\_\_\_

Practicum Student Date of Discussion and Comment \_\_\_\_\_

*To be posted on BB. One copy should be retained by the Practicum Supervisor.*

### **Final Evaluation**

To be Completed by Practicum Supervisor and posted by the Student on BB

This form is to be filled out by the Practicum Supervisor and administered to the practicum student during Week 14 (or close to the end of the semester). Both supervisor and student should sign the form and an original copy must be sent to the Practicum Coordinator by the end of the last week of classes so a final grade can be posted for SAE 747 (Practicum class).

The student has completed the objectives defined for the practicum experience to the following degree:

(please rate using the following scale, comments are optional)

1 = Unsatisfactory

2 = Good

3 = Very Good

4 = Excellent

\_\_\_\_ Learning Goal 1 \_\_\_\_\_

Comments:

\_\_\_\_ Learning Goal 2 \_\_\_\_\_

Comments:

\_\_\_\_ Learning Goal 3 \_\_\_\_\_

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Comments:

\_\_\_\_ Learning Goal 4 \_\_\_\_\_

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Comments:

\_\_\_\_ Learning Goal 5 \_\_\_\_\_

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Comments:

**Please use the same rating scale as above and rate the student's performance in the following areas** (comments optional):

\_\_\_\_ Professional attitude, behavior, and relationship with Practicum Supervisor

\_\_\_\_ Professional relationships with others in the office or area, colleagues, administrative staff

\_\_\_\_ Effective communication (oral, written reports, email, project presentations)

\_\_\_\_ Ability to adjust to changes in projects or tasks, effectiveness in completing tasks

\_\_\_\_ New professional skills acquired

Additional Comments:

Recommended Grade: \_\_\_\_

Practicum Supervisor Completion Date \_\_\_\_\_

Practicum Student Completion Date \_\_\_\_\_

The Student should post this evaluation on BB. The Practicum supervisor should retain a copy for his/her records.

### **Feedback Form for Practicum Supervisors and Practicum Students**

Practicum Supervisors and Student are encouraged to fill out an evaluation of the practicum process and experience. (Students, your feedback does not have any bearing on a class grade!) All feedback will be used to improve the Practicum Experience for future Students and Supervisors! Practicum Students should post their feedback on BB; Practicum Supervisors should email their response to the practicum coordinator.

1. Tell us what you liked the best about your practicum experience:

2. Tell us what you liked least about your practicum experience:

3. What is something you wish you would have known going into this experience?

4. What advice would you give to future Practicum Supervisors/Practicum Students?

5. Suggestions for improvement in the practicum selection process:

Additional comments, questions, or feedback:

Thank you for your help in making the Student Affairs in Higher Education practicum a rewarding and enriching experience!