A practicum/field experience is that part of a student’s professional preparation, which allows the student a variety of experiences in the delivery of service while under the guidance and supervision of qualified agency personnel. During the practicum/field experience, the student is qualified through experiences designed to provide opportunities of a practitioner. Through the practicum/field experience, a student can develop insight into the process of organization and can improve their ability to organize and direct a delivery takes place in the agency. Through the practicum/field experience, the student should learn how to work with others and the interpersonal skills necessary to work within the agency’s organizational structure and with the public.

1. Students can find their own placement or the course instructor can help with placement, which must be approved by the course instructor and site supervisor. The course instructor is responsible for the final approval. Final agreements may not be made by the student.

2. 50-hours of work are required for each credit for which the student is registered Practicum/field experience students are expected to assume the responsibilities of a regular staff member. The student is to report promptly at assigned times. Absence from field assignments should not occur without justifiable reason and should be cleared in advanced with the on-site supervisor.

3. The on-site supervisor must complete a mid-term evaluation and a final evaluation. Evaluation forms are provided to the student by the course instructor. It is the student’s responsibility to give the form to the onsite supervisor.

4. Students are required to keep a log of hours worked and a journal of the activities which they are involved as a part of the practicum/field experience. They are strongly encouraged to gather materials from the agency relative to organization, administration, public relations and promotions, evaluation, and management of the facility.

5. The course instructor will communicate with the on-site supervisor during the semester and make ONE in person visit to the site to meet with the student and the site supervisor. If the student’s performance is unacceptable, the student can be withdrawn from the practicum/field experience by mutual agreement of the on-site supervisor and the course instructor.

6. The student is required to complete a final written reflection of the experience.

7. At the end of the practicum/field experience, the course instructor will review the daily log, evaluations by the on-site supervisor and the final reflection. The final grade will be determined in consultation with the on-site supervisor.
PRACTICUM/FIELD EXPERIENCE APPLICATION FORM

SECTION A: Must be completed before Practicum/Field Experience work begins.

Name ___________________________ Student ID ________________ Telephone ________________

Address ___________________________ City __________________________ State _______ Zip ________________

Permanent E-mail address ________________________________________________________________
(For use after you leave school)

Course signing up for: (circle one) EXSS 271 PED 371 EXSS 471 PED 472 PED 270

Semester signing up for practicum: _______ Year _______ Number of Credits: _______

Organization Name: ________________________________________________________________

On site supervisor Name: ______________________________________________________________

Phone: ___________________________ E-mail for supervisor: ___________________________

Site Address: ________________________________________________________________

I have met with the above student and approve of the Practicum/Field Experience as described above.

______________________________ ________________________________
Signature of On-Site Supervisor Signature of UW-RF Course Instructor