Practicum Process:

1. **COACHING** minors will see Patti Ford to set up their practicum (PED 472).

2. **OUTDOOR EDUCATION** minors will see Paul Shirilla for their practicum (PED 371).

3. **ATHLETIC TRAINING PRACTICUMS** will see Katie Vera for their practicum (EXSS 471, same as below).

**DEADLINES!!!!!!** The deadline for doing a Fall practicum is: **JUNE 30**

- **J term & Spring practicum is:** **Dec 1**
- **Summer practicum is:** **April 1**

VIP!!!

**YOU MUST have everything turned into the practicum coordinator and be REGISTERED IN THE COURSE BEFORE THE DEADLINE!!!!!!!** You will get the permission number from the practicum coordinator after all your paperwork is turned in, then you will be able to register for the course.

4. Download all practicum forms from HHP website (under student information; then student forms) and fill them out (the application & CBC disclosure form). On the application form, the site supervisor must fill out what you will be doing during the practicum and sign the form.

5. Turn in the application and CBC disclosure forms AND a copy of your immunization record to the practicum instructor BY THE DEADLINE. (Katie Vera). If you wait until the semester has started you will not get into practicum.

6. Be sure all your vaccinations are up to date; see last page of the handbook for specifics (HHP website). If your practicum site has other specific requirements you are required to get these vaccinations on your own. Check with them well ahead of time.

7. You will be emailed/given a permission number to register for the class.

   **When you register in eSIS, 271 you will select 1 credit. 471 you will select 4 credits. Do this correctly!!!**

8. If you are in 271 the CBC will be done for you.

   **If you are in 471, 472, 371 you will be contacted by the deans’ office with directions on how to access the website for the background check. You are responsible to do this ASAP!!!!** If this is not done within one week of the email from the dean’s office you will be dropped from practicum.


10. Have your practicum site supervisor fill out the **supervisor survey** half way through your practicum and at the end.

    You will also fill out a **student survey** at the end of the practicum. You will also write a reflection paper on what you learned.

    The surveys can be found on the department webpage under forms. Turn all 3 of these completed surveys, your log and reflection paper into the practicum instructor. Graduate?