EXSS 271, Practicum I, 1 credit  
EXSS 471, Practicum II, 4-12 credits  
PED 472, Practicum (Coaching), 3 credits  
PED 371, Outdoor Education Practicum, 1-4 credits

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. The Practicum/Field Experience application Form must be completed by the on-site supervisor and course instructor. The application form must include a detailed description of the practicum/field experience objectives and expectations.

2. 50-hours of work is 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 journal, 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: (circle one) EXSS 271 P ED 371 EXSS 471 PED 472
Academic semester ______________ Year ______ Number of Credits: __________
Organization: ________________________________________________________________
On site supervisor: _____________________________________________________________
Phone: _______________________ E-mail for supervisor: ___________________________
Address: ______________________________________________________________________
Please attach a description of proposed Practicum/Field Experience.

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

__________________________________________________  _______________________________
Signature of On-Site Supervisor                                Signature of UW-RF Course Instructor

SECTION B: Completed by UWRF instructor when Practicum/Field Experience is completed.

The above described program has been satisfactorily completed; ____________ ____________
Yes ________ No ________

If NO, explain:

Grade earned: ______________ Date: ________________________
Signature of course work instructor