

## Practicum Defense Letter

The “Practicum Defense” is an opportunity for you to present what you have accomplished and what you have learned from your practicum experience. You should begin this exercise by reviewing your Learning Objective Statement to remind yourself of what you intended to achieve in your practicum experience. From there, you can compose a letter that describes your responsibilities and what you learned by completing them. Think of this document as your written defense for why you feel you should be earning credit for this experience. This letter should include elements from your academic, professional, civic responsibility, and personal development, as well as some reflection of the extent to which your development was or was not enhanced.

### **Some questions to consider when completing this assignment:**

What goals did I set out to accomplish and to what extent did I accomplish them? (Refer to your LOS and any notes you took that described your progress in accomplishing these goals.)

Which practicum activities best represent the work I completed and tasks I accomplished? Why are they worthy of receiving academic credit?

What did I learn from these activities? How did what I learned relate to my previous educational experiences? Did I “bridge the gap” between academic theory and professional application?

How did the various planned lectures, breakfasts, or other programming activities in which I participated add to my learning experience?

How did the things I planned outside of the formal program add to my learning experience?

What feedback did I receive from my supervisor (and others) that gave me an impression of my strengths and weaknesses? How did I/will I respond to this feedback?

What has affected me the most as a result of this practicum? How will I use this experience to further my career goals? What is my next step academically and professionally?

**Most Important:** When you say what you learned from the experience, **how do you know you learned what you say you learned?** That is, when you write this letter, we will be looking for not only a description of what you learned, but your reference to actual events, activities, challenges, successes, failures, and other means by which you recognize that you indeed learned what you say you learned. It is not sufficient to say, “I learned a lot working at X.” You need to be more precise in explaining how you achieved your goals and how and why you were affected by your practicum experience.

### **What format should I use to complete this assignment?**

You should write this letter as you would write a business letter, including the date, the name and address of the individual to receive this letter, and business letter format and closing. If it supports your cause, you may want to consider using bullets to list all of the activities in which you have been involved and then describe how these activities have helped you grow during the semester. This may be a good place to refer to samples of your work so that your

school representative has concrete evidence to reference when reading this letter. If possible, you should complete this letter using the letterhead of your office.

**You should treat this assignment as if it were your final exam for the practicum.**