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Practicum Packet

This packet contains:

- Practicum Guidelines
- Learning Objectives Statement Directions
- Schedule of Assignments & Evaluations

Interdepartmental Studies Program's Practicum Guidelines

1. Develop a **Learning Objectives Statement** as described.
2. Complete a **schedule of assignments and evaluations** with your Agency and University Supervisors.
 - Send one signed copy of the agreement to your University supervisor
 - Send one copy to the Interdepartmental Studies Program Academic Coordinator
 - Give another copy to your Agency Supervisor.
 - Keep another copy for your records.
3. Keep a **weekly journal** of your experiences and contacts related to your field activities. Include brief statements evaluating your activities in terms of effectiveness and your assessment about their appropriateness. Please specify which objective or activity your weekly activities relate to on your **Learning Objectives Statement**.

Guidelines for Weekly Journals

- Mondays will be the deadline for the previous week's entry.
 - The weekly journals are to be 1-2 pages highlighting your week's activities and reflections. You may want to comment on the progress of your learning goals and objectives, and share any particularly rewarding or challenging experiences you encountered that week.
 - The journals are a safe place to share possible frustrations you are having with your internship, so your University Supervisor can address any problems and help you work towards positive solutions.
 - The weekly journals will be kept confidential, and will NOT be shared with your Agency Supervisor.
4. Complete **45 clock hours of time for each semester hour** of credit.
 5. Remind your Agency Supervisor about her/his **Supervisor Mid-semester Evaluation**, due the 8th week of the term. (Agency Supervisors are responsible for completing and returning students' evaluations to the University Supervisor.)
 6. If feasible, assist in arranging a **site visit** for your University Supervisor.
 7. Before the end of the semester, prepare a brief **Practicum Defense Letter** (2-5 pages) describing your practicum experience. Drawing from your original goals and objectives, discuss what you learned from your experience. Cite specific scenarios in which you were challenged or overcame difficulty. Explain how your experiences relate to your coursework in the field. Evaluate the internship site and give advice for future interns.
 8. Remind your Agency Supervisor about her/his supervisor **final evaluation**. (Agency Supervisors are responsible for completing and returning the student's evaluations to the University Supervisor.)
 9. Your Practicum Defense Letter, evaluations, and journal are due the week before final exams. Submit these to your University Supervisor. No grade will be given without them.
 10. Your grade will be based on your self-evaluation, your supervisor's evaluation of your work, your journal, and your final paper. You must complete all required clock hours to pass the course.

University Coordinator Contact Information:

David L. Gould
218 Schaeffer Hall
Office phone: 319.384.3529

*****Please provide your Agency and University Supervisors with a copy of these guidelines.*****

**Interdepartmental Studies Program
Practicum
Learning Contract**

Intern _____ Student ID _____
Email _____ Phone _____
Division Program _____
University Supervisor _____
Enrolled Course # / Title _____ Semester _____
Number of Semester Hours Enrolled* _____
**45 clock hours are required for each semester hour of credit
Within Pre-Approved Plans of Study no more than 3sh will count towards major.*
Start Date _____ End Date _____ Total Weeks / Hours _____
Weekly Schedule _____
Agency _____
Industry Type _____
Agency Supervisor _____
Address _____
Email _____ Phone _____

This form and the attached Learning Objectives Statement must both be signed by you and your Agency Supervisor, and your University Supervisor.

- Send one signed copy of this agreement to your University supervisor
- Give another copy to your site/Agency Supervisor.
- Keep another copy for your records.

Learning Objectives Statement

What is the purpose of the Learning Objectives Statement?

The Learning Objectives Statement (LOS) is your “syllabus” or “self-study guide.” It defines what **you** want to get out of your practicum experience and how you will achieve your goals. It is one of the most important aspects of your practicum; since it helps you define the path you will take during your practicum.

Your LOS must address the following broad categories:

1. Your academic learning goals
2. Your professional development goals
3. Your personal development goals

Developing specific learning goals in each of these areas and explaining how you intend to go about achieving these goals are important factors in understanding all that you hope to get out of your practicum. You must also include a description of your job responsibilities in this document.

Some questions to consider when writing your LOS:

- What skills have you developed at college through classes or extracurricular activities that can be utilized during this practicum?
- How will you use the knowledge you learn from your practicum when you return to classes or embark on a career?
- What new skills do you wish to obtain and/or develop that will contribute to a successful completion of your degree or contribute to securing a full-time position?
- What were relevant courses that you took on campus that relate to what you are likely to learn throughout the practicum? What theoretical and conceptual frameworks can be applied to what you are learning? How well did these courses prepare you for your practicum responsibilities? What did you not learn in these courses that your practicum will teach you?

Points to identify in your LOS:

- What are your goals for your practicum in each of the following areas: academic, professional, citizenship, personal development?
- What is the process by which you expect to achieve these goals (objectives)?
- What are the methods you will use to determine that you have achieved your goals?

This process sounds simple, but it is important to think seriously about what you want to gain from the experience. Do not be superficial or too general (i.e. Goal: To improve my communication skills.) Instead, think carefully about the environment in which you are working and how it might relate to your goals (i.e. Goal: To improve my communication skills in the area of explaining public policy issues, such as government deregulation of the trucking industry.)

Your list of goals and objectives will provide direction and keep you on track throughout this semester. We strongly suggest that you keep track of your learning goals on a weekly basis and that you review them to see your progress. Your learning objectives are very likely to change according to your development and circumstances of your practicum. It is important to be flexible, but you must also keep your goals in mind, perhaps on a daily basis.

Keeping track of your learning objectives is especially important when you have some free time on your hands or your work starts to become routine. By following your “self-study” plan, you can come to the office each day with a set of goals to accomplish, questions to ask, readings to complete, people to interview, etc. If you have a good set of learning goals and a self- study plan on how to accomplish them, you cannot help but have a successful practicum experience.

Your LOS should include:

- Your name
- Your major/minor
- The name of your organization and your job title
- The name and title of your direct supervisor and the name of the person who is responsible for your final evaluation if different from your direct supervisor

Your LOS should also include a 75 to 100 word description of your duties and responsibilities at your organization. Following this description, please use an outline format to list your goals in each of the following areas: academic, professional, civic, and personal. Please include more than one goal per area. Each goal should be followed by a set of objectives, which are the means you will use to achieve your goals. Please also indicate whether you believe there is a good balance between learning and contributing at the placement site.

Student Signature _____ Date _____
 Agency Supervisor Signature _____ Date _____
 University Supervisor Signature _____ Date _____

This form will be kept in your student file as a record of your Agreement.

