

***THE PRACTICUM HANDBOOK***  
***IN THE COLLEGE OF THEOLOGY, ARTS, & SCIENCES AT***  
***CONCORDIA UNIVERSITY, PORTLAND***  
***(BIO 496/CHM 496/ENG 496/MUS 496/PSY 496)***  
***8-8-11***

This booklet is a guide to understanding and successfully accomplishing a practicum experience that partially fulfills requirements for majors in biology, chemistry, English, music or psychology.

**Purpose Statement**

The practicum is designed to provide students with supervised work in the field of the student's major so that they may better evaluate and comprehend the specific career choice they are considering.

**Objectives**

- A. The student successfully completing this course will, in the area of knowledge:
  - 1. make application of knowledge obtained in majors courses directly to the field placement;
  - 2. gain a clear understanding of job opportunities available with a degree in their field of study;
  - 3. read and interpret research specifically related to their field placement.
  
- B. The student successfully completing this course will, in the area of attitudes:
  - 1. adopt an attitude of lifelong learning in the area of their chosen work;
  - 2. display and support high ethical standards in the profession.
  - 3. demonstrate a sensitivity to and respect for human diversity.
  
- C. The student successfully completing this course will, in the area of skills:
  - 1. enhance their individual and group communication skills;
  - 2. develop their personal style of leadership for work in the field of their major;
  - 3. demonstrate the skills necessary to be successful in their particular field placement.

**Practicum Procedures and Policies**

- A. Students will receive three semester credits for each 135 hours they are actively engaged in journaling, research, outside reading in preparation for the practicum, and working at their practicum site.
  
- B. The hours and dates of practicum activity must be recorded in a **Practicum Journal** (*See Attachment B*).

- C. The minimum number of credits for practicum experiences is 3 semester credits. Students majoring in Psychology may receive a maximum of 6 semester credits.
- D. Practicums can be paid or volunteer experiences. Paid experiences are funded through the Practicum Host.
- E. Students will be covered under the insurance policy of their Practicum Host. Students are responsible for knowing the insurance policy of their Practicum Host.
- F. Students are responsible for their own transportation to and from Practicum sites.
- G. Students are expected to perform the duties of their Practicum in a manner that is professionally appropriate and consistent with the behavioral expectations of all Concordia students.
- H. The Faculty Practicum Advisor (as directed by the Department Chair) will assist the student in identifying sources of appropriate potential practicum experiences. In addition, the **Practicum Contacts/Websites** (*Attachment F*) provides a list of some phone numbers and/or web sites of organizations that offer practicum experiences. **It is the responsibility of the student to make the arrangements for the practicum.**
- I. Students must identify a Practicum Site Supervisor who is able and agrees to develop a practicum experience for the student and who will verify that the work has been completed by the student. The Practicum Site Supervisor must fill out and sign the **Practicum Proposal** (*Attachment A*).
- J. Students must have a Faculty Practicum Advisor who has signed the **Practicum Proposal** (*Attachment A*) for the student to participate in the practicum.
- K. The **Practicum Proposal** (*Attachment A*) must be completed and turned in to the Faculty Practicum Advisor by the second Wednesday of the term in which they are carrying out the practicum or, in the case of summer, by May 15 of the summer term in which they intend to carry out the practicum. Students may not begin practicums prior to officially enrolling in the course.
- L. A minimum of two meetings per semester will take place between the Faculty Practicum Advisor, the Practicum Site Supervisor, and the student. The Faculty Practicum Advisor is responsible for filling out the **Practicum Site Supervisor-Faculty Practicum Advisor Mid-Practicum Meeting Form** (*Attachment C*). If extenuating circumstances (e.g. distance of the site, dates of the practicum) prevent an in-person meeting from occurring, the Faculty Practicum Advisor will determine an alternative form of evaluation with the Practicum Site Supervisor. Every attempt should be made by the Faculty Practicum Advisor to meet face-to-face with the Practicum Site Supervisor.
- M. The Faculty Practicum Advisor will identify a mutually-agreeable hour-long meeting time for a biweekly seminar with the student(s) during the term of the practicum. Seminar

attendance is mandatory. Any legitimate reasons for absences must be cleared with the Faculty Practicum Advisor prior to the scheduled meeting time and must be made up by the student at a later time. The purpose of the seminar is to discuss progress in the practicum and identify solutions to problems that may be occurring. A record of the nature of the discussion must be placed in the **Practicum Journal** (*Attachment B*) **by the student** after each seminar session.

N. The Practicum Site Supervisor must fill out and return to the Faculty Practicum Advisor the **Final Practicum Evaluation Form** (*See Attachment D*). The Faculty Practicum Advisor, the Practicum Site Supervisor, and the student shall meet face-to-face, if at all possible, to discuss the Final Practicum Evaluation Form. The Faculty Practicum Advisor files the original copy of this form with the Academic Advisor of the student.

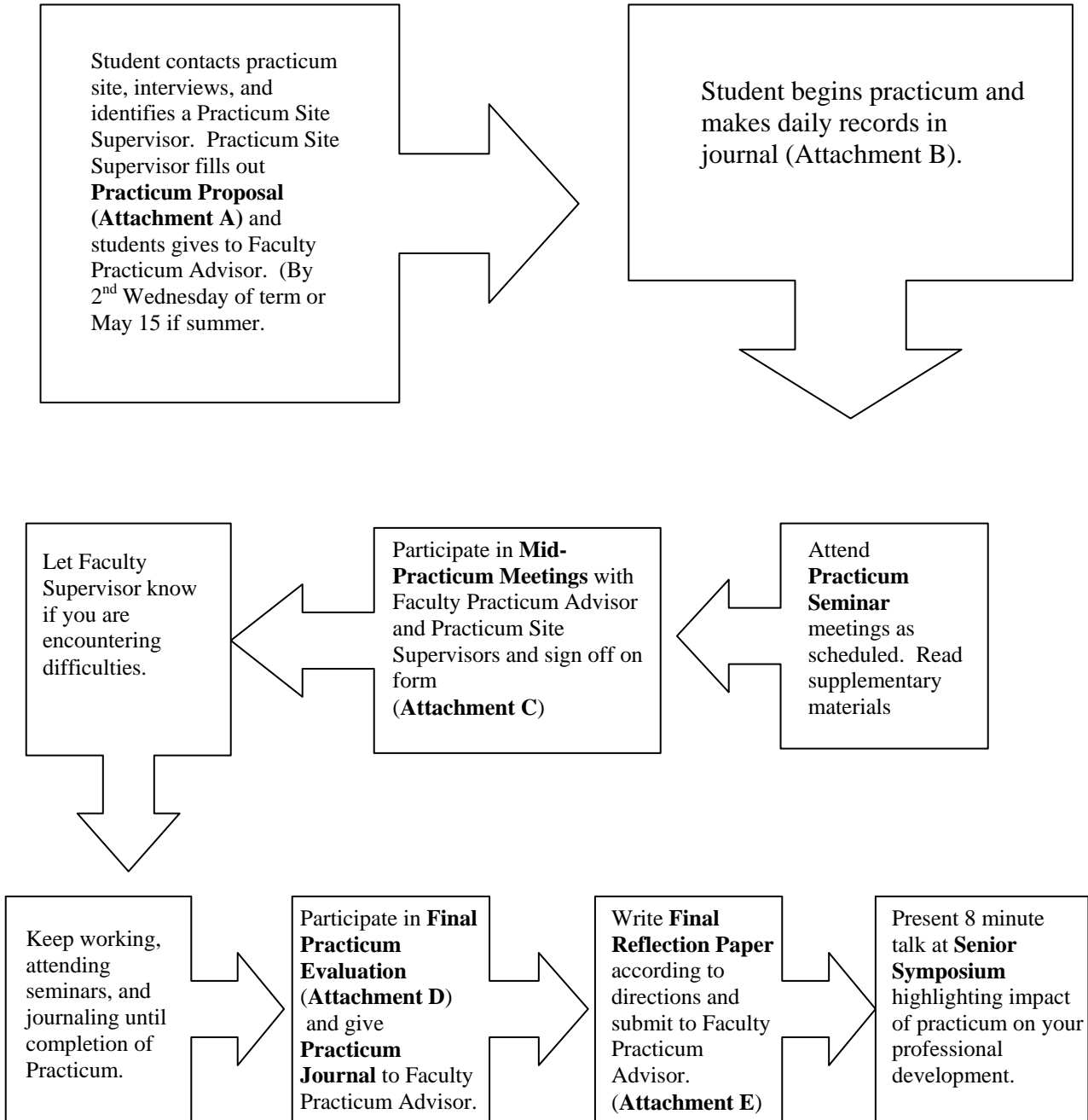
O. Upon completion of the practicum, students must submit the following items to the Faculty Practicum Advisor for evaluation and storage **by the Friday before finals week** of the semester during which the practicum will be completed:

1. The completed **Practicum Journal** (*Attachment B*)
2. A 10-15 page **Practicum Reflection Paper** (*Attachment E*) assessing how their practicum experience has affected their view of their future professional activities.

Q. All practicum students for a given term will present an 8 minute summary of the important lessons learned in their senior project. Students are encouraged to provide this in the form of a PowerPoint presentation, video, or other visual media. This will be accomplished at the Senior Symposium that would also include thesis students for the term. The public will be invited and lower division students would be encouraged to attend.

R. All practicum courses are graded on a **P/NP basis**. The Faculty Practicum Advisor, in consultation with the Practicum Site Supervisor, is responsible for assigning the grade for the practicum.

# COLLEGE OF THEOLOGY, ARTS, & SCIENCES PRACTICUM FLOWCHART FOR STUDENTS



# **ATTACHMENT A**

## **PRACTICUM PROPOSAL**

***Introduction of the Concordia University Practicum Program:*** Concordia University seeks to provide its students with real-world experiences in fields related to their chosen or contemplated professions. We are dependent on professionals in the various disciplines to assist us by providing that experience. We seek a good match between the competency and area of expertise of the Practicum Site Supervisor and the interests and needs of the Practicum student. The practicum experience grants 3 semester hours of credit for approximately 135 hours of work in clinic, agency, hospital, office, laboratory, or place of business. We are extremely grateful for the many individuals who have provided high-quality experiences to our students through the years. The practicum experience is often a life-changing experience for the student.

### ***Expectations of the Practicum Site Supervisor:***

*If an individual decides to become a Practicum Site Supervisor they will be expected to do the following:*

- (1) Provide meaningful activities in a relatively safe environment for the student that will assist that student in deciding upon the profession as a future direction.*
- (2) Provide oversight of the activities of the student, allowing as much independent action by the student as is possible under the professional guidelines at work.*
- (3) Evaluate the activities of the student and offer constructive criticism of his or her activities.*
- (4) Meet with the Concordia University Faculty Practicum Advisor at both a mid-term and final point in time to provide formal evaluation of the experience and assistance in improving the experience for the future.*
- (5) Provide assurance that the student's activities will be covered by the liability insurance of the organization sponsoring the practicum.*
- (6) Contact the Concordia University Faculty Practicum Advisor immediately if there are concerns about the behavior or performance of the student.*
- (7) Direct all questions about the practicum to the Concordia University Faculty Practicum Advisor.*

*Again, we are deeply appreciative of your willingness to assist us in this process.*



**Faculty Practicum Advisor Agreement:** I agree to supervise the practicum of the above-named student and will meet the requirements stated in the Practicum Policy and Procedure Guidelines.

Faculty Practicum Advisor Name (please print) \_\_\_\_\_

\_\_\_\_\_  
Faculty Practicum Advisor Signature

\_\_\_\_\_  
Date

**Academic Advisor:**

I have confirmed that this student is enrolled in the Practicum course at the time they are carrying out the practicum.

Student ID Number: \_\_\_\_\_

Course #: \_\_\_\_ 496    CRN: \_\_\_\_\_ Semester & Year: \_\_\_\_\_

\_\_\_\_\_  
Academic Advisor Signature

\_\_\_\_\_  
Date

**NOTE: THIS COMPLETED APPLICATION MUST BE TURNED IN TO YOUR ACADEMIC ADVISOR NO LATER THAN THE FOLLOWING DATES:**

- For Fall Semester Practicum: Second Wednesday of the term.**
- For Spring Semester Practicum: Second Wednesday of the term.**
- For Summer Semester Practicum: May 15.**

**THE ORIGINAL COMPLETED FORM WITH ALL SIGNATURES MUST BE GIVEN BY THE ACADEMIC ADVISOR TO THE ASSISTANT TO THE DEAN OF CTAS NO LATER THAN THE SECOND FRIDAY OF THE TERM OF THE PRACTICUM. THE ACADEMIC ADVISOR AND THE STUDENT SHOULD EACH RETAIN A COPY OF THE COMPLETED FORM.**

## ***ATTACHMENT B***

### **PRACTICUM JOURNAL GUIDELINES**

The student will keep a Student Journal throughout the practicum experience. This journal should be created in Microsoft Word and available to the Faculty Practicum Advisor as requested. **For each day worked**, the journal should include dates and times worked, as well as a brief description of the work performed on the particular date and any resulting thoughts and/or feelings. It can also be used as a forum for reflection on the frustrations, joys, discoveries, etc. during a particular day. The journal is the best resource for the Practicum Reflection Paper. It is highly recommended that your journal entries be saved electronically in two locations to avoid loss.

#### **Example Journal Entry for Environmental Management:**

June 22, 2003    Start: 8:00 am    Stop: 4:00 pm

Hours Worked: 8    Cumulative Hours Worked: 27

Worked in the field today. Collected soil samples from near the Columbia Slough to bring back to the office to test for lead content. Evaluated samples in the laboratory using a standard soil testing kit that tests for nutrient deficiencies and classifications of soil. We sent the results to the DEQ for further evaluation. A lot of paperwork and administrative “hoops” to deal with in our evaluations – not exactly the best part of the job.

#### **Example Journal Entry for Psychology:**

March 14, 2003    Start: 4:30 PM    Stop: 8:30 PM

Hours Worked: 4    Cumulative Hours Worked: 16

Worked on intake today. Kids sent to us are so young and so messed up by adults in their lives. "P" is 10 years old - diagnosed with post-traumatic stress related to abuse and neglect. I am finding it so hard to stay objective. These kids tear my heart out.

These entries should be written at the end of each work shift and should be kept sequentially throughout the experience. A final copy of the entire Journal in electronic format must be submitted by the **Friday before finals week** of the term in which the practicum was completed.



# ***ATTACHMENT D***

## **FINAL PRACTICUM EVALUATION FORM**

Date of Final Evaluation \_\_\_\_\_

Student Name \_\_\_\_\_

Practicum Site \_\_\_\_\_

In each category below, please circle one rating for each expectation:

- 1 = Excellent
- 2 = Good
- 3 = Satisfactory
- 4 = Below Expectations
- 5 = Expectation not yet attempted

### **Professional Behavior**

- 1. Overall understanding of the agency's organization and goals. 1 2 3 4 5
- 2. Exhibits professional relationship with co-workers. 1 2 3 4 5
- 3. Efficiently and responsibly carries out work responsibilities. 1 2 3 4 5
- 4. Handles any conflicts that may arise in a professional manner. 1 2 3 4 5

*Comments:*

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### **Attitudes**

- 1. Demonstrates respect for the career path reflected in this  
Practicum experience. 1 2 3 4 5
- 2. Displays an attitude of life-long learning in the field. 1 2 3 4 5
- 3. Displays and supports high ethical standards. 1 2 3 4 5

*Comments:*

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## ***ATTACHMENT E***

### **PRACTICUM REFLECTION PAPER GUIDELINES**

1. The paper is to be between 10 and 15 pages in length.
2. The MLA or APA style must be utilized in writing the paper. Copies of the respective manuals are available in the library. If you have a question about which style to use, contact your Faculty Practicum Advisor.
3. The paper should cover the following:
  - a. Provide a detailed account of the activities you were involved with during your practicum.
  - b. Describe the skills, values, and knowledge you have gained from this experience.
  - c. Identify and discuss the greatest frustrations as well as the greatest joys during this experience.
  - d. How this experience has modified your view of a potential career path.
  - e. Suggestions you would have for the improvement of the experience for those yet to accomplish a practicum.
4. The final draft of the paper, including title page, should be submitted to the Faculty Practicum Advisor **by the Friday before finals week** of the semester during which the practicum will be completed.

## ***ATTACHMENT F***

### **PRACTICUM CONTACTS/WEBSITES**

#### **ENVIRONMENTAL**

The Nature Conservancy [www.tnc.org](http://www.tnc.org)  
Environmental Protection Agency [www.epa.gov/enviroed/NNEMS](http://www.epa.gov/enviroed/NNEMS)  
Limno-Tech Inc. [www.limno.com](http://www.limno.com)  
The Student Conservation Association [www.sca-inc.org](http://www.sca-inc.org)  
WaferTech, LLC [www.wafertech.com](http://www.wafertech.com)  
City of Portland Environmental Services 503-823-7740

#### **GENERAL BIOLOGY**

##### ***OMSI***

Advocates for Women in Science, Engineering, and Math

[www.omsi.edu](http://www.omsi.edu)

[www.awsem.org](http://www.awsem.org)

Helen Eastwood: 503-748-1504

##### **Rising Star Internships**

Internship Search Engine

[www.rsinternships.com](http://www.rsinternships.com)

<http://internships.wetfeet.com>

#### **RESEARCH**

National Institutes of Health  
Oregon Health Sciences University

[www.training.nih.gov](http://www.training.nih.gov)

[www.ohsu.edu/som-molecular](http://www.ohsu.edu/som-molecular)

#### **ADULT CARE**

Volunteers of America Adult Day Care  
Our House of Portland (Care for People with AIDS)

[www.voaoor.org](http://www.voaoor.org)

503-234-0175

#### **YOUTH CARE**

Reed College SEEDS Office

<http://web.reed.edu/life/seeds/volunteer/youth.html>

#### **HEALTH CARE**

Reed College SEEDS Office

[http://web.reed.edu/life/seeds/volunteer/health\\_care.html](http://web.reed.edu/life/seeds/volunteer/health_care.html)

#### **PHYSICAL THERAPY**

St. Vincent Medical Center/Tanasbourne Rehab 503-216-7960  
Medical Clinics & Health Education (Heidi Steeves) Call Admin. Sec: 503-288-5995  
Providence Outpatient Clinic (Jane Montgomery) 503-215-1677  
OHSU Outpatient Therapy Center (Volunteer coordinator) Ivy Nelson: 503-494-3717  
Gresham Physical Therapy John Parr: 503-666-7644  
Laurelhurst Physical Therapy Adrienne Copple: 503-254-3424

St. Vincent Pediatric  
Mt. Angel Specialized Nursing Facility  
St Vincents Acute In-Patient

Jeanne Baldwin ext 8223 - 503-216-2339  
Judy Donovan 503-845-2736  
Randy Grossman 503-216-2224

## **CHEMISTRY**

North Creek Analytical Lab

<http://www.ncalabs.com/> 503-906-9200

## PSYCHOLOGY

**Albertina Kerr Youth & Family Center**- 722 NE 162<sup>nd</sup>, Gresham

Contact: Meg Boethin- 503-255-4205

Details: unable to talk to an individual

**Albina Head Start**- 3417 NE 7<sup>th</sup>, Portland

Contact: Lillian Waddle-Ashton- 503-282-1975 (x.201)

Details: volunteering in the classroom, working mainly with 3-5 year olds, reading to them, play with them etc. are some of the opportunities at this organization

**Boys and Girls Club (Blazers)**- 5250 NE MLK, Portland

Contact: Tess Corben- 503-282-8480

Details: they look for volunteers to work with kids in areas such as tutoring, crafts, computer and internet skill building, athletic activities, etc.

**Cares Northwest**- 2800 Vancouver Ave.,#201, Portland

Contact: Debbie Kernan- 503-331-2400 (x.2454)

Details: [www.carenw.org](http://www.carenw.org)

Looking for child family support volunteers, who are based in the waiting room to help parents fill out forms and engage with the children in making them comfortable. The volunteer would observe and debrief with the team at the center after the family leaves. Also, the opportunity to be involved in video conferences is there. (could possibly take on up to 3 volunteers).

**Catholic Charities**- 231 SE 12<sup>th</sup> Avenue, Portland

Contact: Erin Carkner- 503-231-4866 (x.137)

Details: Hours M-F 8am-5pm (closed 12-1 for lunch)

[www.CatholicCharitiesOregon.org](http://www.CatholicCharitiesOregon.org)

Ways to get involved; English tutoring (this is an outreach to the Spanish population), transporting individuals, and socialization (planning activities). Most of the volunteering which is done is interacting with refugees.

-Rose Haven is an area that works with homeless women. If you are interested in this area call: 503-226-3911

**Children's Home Society** – Vancouver, WA (360)695-1325

**Community Advocates**- 5315 North Vancouver Ave, Portland

Contact: their volunteer coordinator will be arriving mid-September, they are an Ameri-Corps member- 503-280-1388.

Details: there are no direct service opportunities in the class rooms, but there is fund raising, some administrative work, and soon to be integrated into their organization, a public speaking/promotional aspect.

**Community Health Charities**- 619 SW 11<sup>th</sup> Avenue, #250, Portland

Contact: Jim Bergeron- 503-222-4009

Details: Mainly looking for someone to help with office work, such as, stuffing folders, answering phones, calling people, stuffing envelopes. This organization can not provide many hours.

**Harry's Mother** – 3942 SE Hawthorne, Portland, OR 97214

Contact: Steve Olsen (503)233-8111 [solsen@jyp.org](mailto:solsen@jyp.org)

**HIV Services**- 2941 NE Ainsworth, Portland

Contact: Lowen Berman (Program Manager)- 503-460-3822 or Kristen Sage (Social Worker).

Details: Hours- M-F, 9am-3pm, they serve low income individuals with HIV and AIDS. These individuals come in at a drop-in basis, appointments aren't important. Most of the individuals they come in contact with are dealing with mental illnesses and substance abuse. They would love to have some one to talk with the client's one on one, help serve and prepare meals, and possibly lead recreational and therapeutic activities.

**Insights**- 1808 SE Belmont, Portland

Contact: Lori Tanzen 503-239-6996 (x.206)

Details: unable to talk to an individual

**Lutheran Family Services**- 605 SE 39<sup>th</sup> Avenue, Portland

Contact: Kendal Myer- 503-231-7480 (x.576)

Details: they are looking for help with their Russian Youth Project- the contact for this would be at the same number as above except at ext. 549, her name is Slavica. For more general information or other volunteer opportunities, contact Kendal (above).

**Open House Ministries** – 900 West 12<sup>th</sup> Street, Vancouver, WA 98660

Contact: Ron Brannon – (360)737-0300

Details: Opportunities to work with sheltered families.

**Oregon Food Bank**- 7900 NE 33<sup>rd</sup> Drive, Portland

Contact: Patricia Warren (503) 282-0555

Details: Some of the opportunities to help with are; the volunteer action center, learning garden, food drives, nutrition education, leadership roles, advocacy and outreach.

**Providence Elderplace** – (206)320-5325

**Salvation Army**- Headquarters are located at: 1785 NE Sandy Blvd, Portland

Contact: Sharon Vance- 503-963-1187

Details: There are many opportunities to help and get involved in at the Salvation Army.

Here are some sites and there contact information:

-Harbor Lights Homeless Shelter- 503-239-1259

-West Women's and Children's Center (this site is a domestic violence shelter)- 503-224-7718

- White Shield (teen pregnancy and parenting center)- 503-239-1248

- Moore St Center (family services)- 503-493-3925

- Rose Center for Seniors- 503-239-1221

**Salvation Army Rehab Services-**

Contact: Doug Topness- 503-235-4192 (x.162)

Details: Doug said he very much enjoys working with Concordia students and would like to continue to work with them.

**Self Enhancement, Inc.**- 3920 North Kerby Avenue, Portland

Contact: Phyllis Spalding [phylliss@selfenhancement.org](mailto:phylliss@selfenhancement.org) (503) 249-1721 ext. 231

Details: [www.selfenhancement.org](http://www.selfenhancement.org)

**SUN (Schools Uniting Neighborhoods)**- 3039 NE Portland Blvd, Portland

Contact: Joyce Sellers- 503-916-5694 (at Faubian)

Details: working with school aged kids doing homework, school projects, and sport activities.