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.
Student contacts practicum site, interviews, and identifies a Practicum Site Supervisor. Practicum Site Supervisor and student fills out Practicum Proposal (Attachment A) and student gives to Faculty Practicum Advisor. (By 2nd Wednesday of term or May 15 if summer.

Student begins practicum and makes daily records in journal (Attachment B).

Let Faculty Supervisor know if you are encountering difficulties.

Participate in Mid-Practicum Meetings with Faculty Practicum Advisor and Practicum Site Supervisors and sign off on form (Attachment C)

Attend Practicum Seminar meetings as scheduled. Read supplementary materials.

Keep working, attending seminars, and journaling until completion of Practicum.

Participate in Final Practicum Evaluation (Attachment D) and give Practicum Journal to Faculty Practicum Advisor.

Write Final Reflection Paper according to directions and submit to Faculty Practicum Advisor. (Attachment E)

Present 8 minute talk at Senior Symposium highlighting impact of practicum on your professional development.
**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 and, if required, direct the student to obtain a current Certificate of Insurance from Concordia University demonstrating its own liability coverage under the university’s general liability coverage of the student while in the practicum. (See the * below for more details.)
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.

Name of Practicum Site Supervisor: ________________________________
Organization Supervisor Represents: ________________________________
Practicum Site (Location or Branch): ________________________________
Practicum Supervisor’s Address: ________________________________
Practicum Supervisor’s Work Phone Number: ________________________________
Practicum Supervisor’s E-mail: ________________________________

Request your Practicum Site Supervisor to describe in this space the specific nature of your activities in this practicum, the dates of the practicum, and the amount of time you will be working on these activities.

Nature of activities:
________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________________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ACADEMIC PRACTICUM:
STUDENT AGREEMENT AND RELEASE

Students must submit this completed form to their Concordia University Faculty Practicum Advisor prior to starting a Practicum and no later than the second Wednesday of the term in which the Practicum will be completed or May 15 if the Practicum is to be completed in summer term.

THIS IS A RELEASE. PLEASE READ CAREFULLY.

I, ____________________________________________, Concordia University Portland ID# __________________________ am a student at Concordia University Portland and plan to undertake a practicum during the following dates ____________________________ at the following location (please print):

(Organization Name) ____________________________________________ (Practicum Site Supervisor Name) ____________________________________________

(Organization Address) ____________________________________________ (City/State/Country) ____________________________________________

(Practicum Site Supervisor Phone) ____________________________ (Practicum Site Supervisor E-mail) ____________________________________________

Concordia University Portland itself does not control the way in which this educational opportunity is structured or operates. In granting credit for an internship, the University affirms that, to the best of its judgment, the experience is an appropriate curricular option for students in a liberal arts program of study and worthy of academic credit but makes no other assurances, expressed or implied, about any travel and living arrangements the student has made.

Concordia University Portland does not knowingly approve internship opportunities which pose undue risks to their participants. However, any internship or travel carries with it potential hazards which are beyond the control of the college and its agents or employees.

INSURANCE COVERAGE:

I have sufficient health, accident, disability and hospitalization insurance to cover me during my internship; I further understand that I am responsible for the costs of such insurance and for any expenses not covered by this insurance, and I recognize that

(Name of Host Organization) ____________________________ does not have an obligation to provide me with such insurance.

I assume full responsibility for any undisclosed physical or emotional problems that might impair my ability to complete the experience, and I release

(Name of Host Organization) ____________________________ from any liability for injury to myself or damage to or loss of my possessions. Some practicums or internships may require liability insurance depending on the specific site. (See the * below for more details.)
PERSONAL CONDUCT:
I understand that the responsibilities and circumstances of an off-campus Practicum may require a standard of decorum which may go beyond the code of conduct of Concordia University Portland, and I indicate my willingness to understand and conform to the professional, social, and cultural standards of the Practicum site. I further understand that my conduct and performance may determine whether future practicums are available. I agree that I will conduct myself so as not to compromise Concordia University Portland in the eyes of individuals and organizations with which it has dealings, and I acknowledge the Concordia Faculty Practicum Advisor’s responsibility for setting rules and interpreting conduct for this purpose. I agree that should the Concordia Faculty Practicum Advisor decide that I must be terminated from my Practicum because of conduct that might bring the program into disrepute or the Practicum site into jeopardy, that decision will be final and may result in the loss of academic credit.

GENERAL RELEASE:
I understand that Concordia University Portland reserves the right to make cancellations or changes in cases of emergency or in the general interest of the Practicum program.

It is further expressly agreed that the Practicum site and use of any and all of its facilities shall be undertaken by me at my own sole risk and that Concordia University Portland shall not be liable for any claims, demands, injuries, damages, actions, or causes of actions, whatsoever to me or property arising out of or connected with the Practicum and with the use of any services, or facilities associated with the Practicum, whether or not sponsored by Concordia University Portland; and I do hereby expressly forever release and discharge Concordia University Portland from any claims, demands, injuries, damages, actions, or causes of action, arising from or related to any acts of active or passive negligence on the part of Concordia University Portland and/or its officers, employees, or agents.

DATE: ________________________________

Student Signature: __________________________________________________________

Date of Birth: ___________________________________________________ Age: __________

Parent/Guardian Signature: _____________________________________________________
(If student is under the age of 18 at time of internship)

Concordia University Faculty Practicum Advisor:(Print) ________________________________
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 Signature ___________________________ Date ________________________

Assistant Director:

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: _____________

Assistant Director Signature ___________________________ Date ________________________

*In order to obtain a Certificate of General Liability Insurance from Concordia University’s insurance company, the student must petition her or his Department Assistant Director. The Assistant Director will send a copy of this completed form to Denny Stoecklin in Business Services and he will request the certificate from the insurance company. The Practicum student has the responsibility to make sure the certificate has been forwarded to the host organization.

Holly Goodrich Assistant Director of Theology, Performing & Visual Arts, & Humanities, GRW 315  
Ruth Stephens Assistant to the Dean, Psychology, GRW 315K  
Kaycee Gillespie Assistant Director of Math/Science, L114

NOTE: THIS COMPLETED APPLICATION MUST BE TURNED IN TO YOUR ASSISTANT DIRECTOR 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 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.
PRACTICUM SITE SUPERVISOR – FACULTY PRACTICUM ADVISOR
MID-PRACTICUM MEETING REPORT FORM

Date of Meeting ____________________________________________

Student ________________________________________________

Practicum Site __________________________________________

Comments Concerning Student Progress to Date:

________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________
________________________________________________________________________

Faculty Practicum Advisor Signature

Practicum Site Supervisor Signature

Student Signature
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:*

________________________________________________________________________

**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:*

________________________________________________________________________
Knowledge
1. Demonstrates fundamental knowledge of the basic information required to succeed in this field.. 1 2 3 4 5

Comments:

Skills
1. Demonstrates fundamental knowledge of the basic skills required to succeed in this field.. 1 2 3 4 5

Comments:

Would you recommend that this student continue working toward a career in this field?  
Yes  ___ No

Please explain in detail in the space provided below.

________________________________________________________________________
________________________________________________________________________
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Signature of Practicum Site Supervisor  Signature of Faculty Practicum Advisor
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.