



Practicum Process

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

A practicum provides students valuable experience in their intended career area while under the guidance and supervision of qualified professional staff. The following is the process to enroll and complete the practicum experience.

All necessary documents will be found in Canvas and all assignments will be submitted to Canvas for grading.

1. Students are encouraged to find their own placement with an organization. If they would like assistance, the practicum course instructor is always willing to assist them. Instructors can be found in eSIS. The course instructor retains the right for the final approval of a practicum site.
2. Once a student is accepted at a site, they should complete (electronically is preferred) the Practicum Application and send this to the course instructor.
3. Once the instructor receives the completed application, they will send the student a permission number to register for the practicum.
 - a. When searching to add the class in eSIS, be sure to uncheck the “Show Open Classes Only” box since all practicum courses are listed as closed.
 - b. When registering for EXSS 471 or PED 371, be sure to select the correct number of credits. This is on the same page where the permission number is entered. If you are unsure of how many credits to register, please confirm with your academic adviser.
 - c. 50-hours of work/observation is required for each credit for which the student is registered.
4. After registering, the student should write the Practicum Goals Paper. The student should submit the paper to Canvas, preferably before starting hours at the organization. After approval, the course instructor will send the paper to the practicum supervisor to ensure that the student’s goals for the experience align with the experience that the supervisor can provide.





5. Students should construct a plan with the supervisor to complete the required number of hours. The student should adhere to this schedule and be on time for all visits. Any absences should be communicated to the supervisor beforehand.
6. Students should keep a log of their hours and daily activity using the Practicum Daily Log. When the required number of hours is reached, this log should be signed by the supervisor and the student should submit this to Canvas.
7. At the end of the experience, the student should provide the Practicum Evaluation to the supervisor to complete. The supervisor can choose to share this evaluation with the student, and the student can submit the evaluation to Canvas. If the supervisor chooses to not share the evaluation with the student, they should return the evaluation to the course instructor via email (preferred) or regular mail. Students should inform the supervisor of these options.
8. The course instructor will maintain communication with the supervisor during the semester. A site visit can be arranged if requested by either the student or supervisor.
9. If the student's performance is deemed unacceptable at any time during the experience, the student can be withdrawn from the practicum by mutual agreement of the supervisor and the course instructor.
10. At the end of the practicum, students will write the Practicum Final Reflection Paper. The student should submit the paper via Canvas by the specified due date.
11. At the end of the practicum, the course instructor will review the Practicum Daily Log, Practicum Evaluation, and the Practicum Final Reflection Paper to determine a grade.

