

## **Practicum Guidelines** **Updated Oct. 2003**

MS degree students must take three (3) practicum credit hours (Psyc8950 – Practicum for Master’s ); Ph.D. students must take six (6) practicum credit hours (Psyc9950 – Practicum for Ph.D.)

50 hours of practicum= 1 Credit Hour

### **STEPS TO FOLLOW:**

1. **TO FIND A PRACTICUM SITE**
  - a. You may utilize the yearly mailing and include your resume to find a practicum site. You may also respond to any request for project work, assistantships and the like that are sent by the I/O area
  - b. Contact the personnel office of any large organization in the area. Tell them who you are and what you are looking for. Ask if they have any projects that they would like your help with.
2. Once a possible project has been found, you must contact the organization and arrange to meet with an on-site representative. The purpose of this meeting is to determine what the project involves and what is expected of you.
3. Next, establish a practicum committee by asking two I/O faculty members and one on-site representative (typically your supervisor) of the organization to be a committee member.
4. Submit a proposal to all committee members. The proposal should describe the project, the organization, what you will be responsible for, and how you believe the 150 hours will be allocated. This is generally two to three pages.
5. Once your proposal has been accepted, you and your three committee members need to meet to discuss the parameters of the project. It is important to schedule the proposal meeting before you start work or as early as possible.
6. Consult committee members if problems arise.
7. Keep a log of your activities- account for each hour of your time. Entries in the log should include what you have been doing, as well as what you have learned in the process. In addition, you are expected to keep a signature sheet that your supervisor will sign on regularly.

8. Complete a practicum report. The report should include:
  - a. Executive summary of the project
  - b. Annotated log (describing the work completed on a daily basis in detail and includes insights gained as appropriate)
  - c. Your evaluation of the practicum
    - i. Describe the positive and negative aspects of your experience.
    - ii. What have you learned?
    - iii. What parts of your training were valuable to you in working on this project? Please focus on all aspects of your education and not just course work
    - iv. Was there anything that you felt your training had not prepared you for? How did you address this deficit (e.g. book/journals consulted, faculty consulted, etc.).
  - d. Technical report describing the purpose of the project, the process that was used to accomplish it and the outcomes. Please include any copies of any products (surveys, reports, data analyses, job analyses – with approval from the organization).
  - e. Signature sheet
  
9. The on-site representative is also required to write a letter to the faculty on the practicum committee confirming that you completed the project, and providing an evaluation of your performance. In addition, the practicum supervisor should complete a standardized evaluation form (available from the I/O faculty).

Registering for hours and grades: You can register for practicum hours at any point in time during your studies. If you have not turned in a report you will be given an IP (In Progress) for your grade until a report is turned in and reviewed by the I/O faculty. Please note that if you are registering for practicum hours in any semester prior to the one you will graduate in, you will need to have the grade in before the end of the semester (typically 2 weeks prior to the end of the semester), in order to graduate.

Requirements for Ph.D. students:

Same as Master's students except for item 8. Instead:

Complete a practicum report. The report should include:

- a. Executive summary of the project
- b. Evaluation of practicum
  - i. Describe the positive and negative aspects of your experience.
  - ii. What have you learned?
  - iii. What parts of your training were valuable to you in working on this project? Please focus on all aspects of your education and not just course work
  - iv. Was there anything that you felt your training had not prepared you for? How did you address this deficit (e.g. book/journals consulted, faculty consulted, etc.).
- c. Please include any copies of any products (surveys, reports, data analyses, job analyses – with approval from the organization).
- d. Signature sheet