

Practicum Guidelines **Updated Oct. 2015**

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.)

Students must obtain permission from their advisor prior to conducting practicum work. You may however, sign up for practicum credits whenever you want.

Ph.D. students cannot take practicum prior to completion of their thesis unless under the supervision of an I/O faculty, or with permission of their advisor.

50 hours of practicum = 1 Credit Hour

STEPS TO FOLLOW:

1. Find a practicum site (see suggestions below).
2. Once you have found a possible project, 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 of the organization (typically your supervisor) 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. If necessary, practicum meetings can be done via teleconference. In some cases (typically when it is a long established practicum site), the faculty may waive the meeting.
6. Consult committee members if problems arise.
7. Keep a reflective log of your activities. Account for 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 regularly if requested by your committee.
8. Complete a practicum report. The report should include the components described below. Each component of the report should be clearly labeled. MS

students must complete all the components, Ph.D. students must have all the components EXCEPT 8d

- a. Executive summary of the project. It should be about 1-2 pages geared toward an executive describing the project and the outcomes.
 - b. Annotated/reflective log, describing the work completed on a daily basis in detail and includes insights gained as appropriate (see point 7).
 - c. Your evaluation of the practicum. Use headings to indicate each component of your evaluation as described below.
 - i. Describe the positive and negative aspects of your experience.
 - ii. What have you learned? Think broadly and in some depth. This description should go beyond the specific topic of your practicum project.
 - iii. What parts of your training were valuable to you in working on this project? 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? Describe how you addressed this deficit (e.g. book/journals consulted, faculty consulted, etc.).
 - d. Academic/Research report: The report should describe the purpose of the project, a thorough literature review of the topics covered by your project, the actual process and outcome of the project, and how you used the literature described in carrying out this project. Cite appropriate literature and provide a reference list. If this sort of report is part of your practicum outcome (i.e., a practicum product as indicated in f below), you may use that report instead. We expect that the report will be 25-35 pages in length.
 - e. Copies of any products, if permitted, such as surveys, reports, presentations, materials developed and so on.
 - f. Signature sheet (if requested by your committee).
9. The on-site representative is required to provide an evaluation of your performance. In addition, the practicum supervisor should complete a standardized evaluation form, which can also be completed online here: <http://tinyurl.com/q745urm>
10. 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 by the end of the semester you registered for the hours, 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 in which you are graduating (typically two weeks prior to the end of the semester), in order to graduate.

11. Reports must be turned in to the faculty at least two weeks prior to the date in which the grade must be turned in. Only one copy of the report is required (we can share), but that will increase the time frame for grading.

12. Report should be presented in a professional manner.

To find a practicum site

- a. You may utilize the yearly mailing and include your resume to find a practicum site.
- b. You may respond to any request for project work, assistantships and the like that are sent by the I/O area and use those as practicum
- c. 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.
- d. You may want to do a practicum away from Omaha – that is OK. You can do this in the summer and apply for one of the internships available in large consulting firms or large companies (see the SIOP web site or TIP for possibilities). These are designed for post-MA students.
- e. Contact alumni (please notify me prior to any contact as I do not want them to be bombarded) – both locally or out of town.
- f. You can engage in a practicum as part of a volunteer effort. Offer your services to any non-profit organization or through VPA-UNO. Suggestions include: Employee selection, evaluation of employees and/or volunteers, client or employee satisfaction, program evaluation.