UNIVERSITY STUDIES
PRACTICUM MANUAL

UNIV 4990

(Revised and Updated – August 2016)

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East Carolina University
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Preface

The University Studies Practicum (UNIV 4990) is the capstone course of the University Studies program experience. The course is designed to provide you a practical and professional experience based upon your approved degree plan and thematic core. The practicum is a critical connection between your curriculum plan and post-graduate goals.

Most of your college coursework has been approached as a working relationship between two parties: the student and the instructor. The University Studies Practicum should be viewed as a professional relationship between three parties: the University Studies student, the University Studies Program, and the Practicum Agency/Faculty Member.

The University Studies Student: Students must complete UNIV 4990 during the final semester of their major coursework. The student is fully accountable for academic and practicum responsibilities. Students are expected to exhibit professional work ethic, attitude, and behavior while completing both.

The University Studies Program: The University Studies Program has taken great care in positioning and equipping its students for the practicum experience. Students must remember that they represent the University Studies program and East Carolina University. If different from the Director of University Studies, the Practicum Instructor is responsible for coursework assessment and recording of final grades and is an active member of the partnership (regardless of practicum choice) and should be included in all practicum related decisions. The Director of University Studies will approve all capstone experiences and submit the information to the Faculty Oversight Committee.

The Practicum Agency/Faculty Member: The practicum agency/faculty member (professional agency, capstone project, or research project) is responsible for practicum worksite assignments and performance assessments. The practicum site must be preapproved and must have a pre-determined Practicum Supervisor. The supervisor is expected to review and approve all submissions and is an active member of the partnership and should be included in all practicum related decisions.

As you work to secure and complete a practicum assignment, remember that all three of these parties should be invested in your experience.
WRITING INTENSIVE (WI) COURSE AND REQUIREMENTS

UNIV 4990 is a writing intensive course in the Writing Across the Curriculum Program at East Carolina University. This course will focus on the development of writing skills. Upon completion of the course students will:

1. Use writing to investigate complex, relevant topics and address significant questions through engagement with and effective use of credible sources.
2. Produce writing that reflects an awareness of context, purpose, and audience, particularly within the written genres (including genres that integrate writing with visuals, audio or other multimodal components) of their major disciplines and/or career fields.
3. Demonstrate that they understand writing as a process that can be made more effective through drafting and revision.
4. Proofread and edit their own writing, avoiding grammatical and mechanical errors.
5. Assess and explain the major choices that they make in their writing.

This course contributes to the twelve-hour WI requirement for students at ECU. Additional information is available at the following site: http://www.ecu.edu/writing/wac/.

Specifically for UNIV 4990, upon completion of this writing intensive course, students will be able to:

- Research, identify, and present a written plan for a practicum experience that is based upon their curriculum thematic core and contributes to their personal career plan;
- Prepare professional written assignments for review and critique by the Practicum Supervisor prior to submission to the Practicum Instructor;
- Demonstrate the ability to accept critique and make corrections or adjustments based upon practicum supervisor and instructor feedback of all assignments;
- Prepare all written assignments based upon assignment rubrics;
- Present a professional final report that illustrates a clear connection between their curriculum thematic core, practicum experience, and post-graduation objectives.

For successful course and program completion, students must adhere to Writing Across the Curriculum and Quality Enhancement Plan (QEP) guidelines, including: having an iWebFolio and granting instructor permissions; uploading required assignments; completing the Writing Self-Analysis. See the QEP website for a student checklist, which is also available on the UNIV 4990 Blackboard page.

For more information on the QEP, go to: http://www.ecu.edu/cs-acad/qep/
THE UNIVERSITY STUDIES PRACTICUM

General

The University Studies practicum is designed to provide you a practical and professional experience based upon your approved degree plan and thematic core. The practicum is a critical connection between your curriculum plan and post-graduate goals.

The following items outline specific parameters for completing the practicum:

1. Prerequisites:
   a. Declared University Studies major
   b. Successful completion of UNIV 2000 with at least a C- for the final grade and a Faculty Oversight Committee approved Degree Plan and Proposal
   c. Minimum 2.0 overall grade point average
   d. Minimum 2.0 grade point average in University Studies core coursework

2. Students must be fully enrolled in UNIV 4990 for the entire duration of the practicum experience.

3. Students may choose to complete their practicum experience through one of three options:
   a. An internship with a professional agency, with supervision by an approved agency supervisor, and related to the student’s approved curriculum thematic core.

   b. The completion of a capstone research project, with supervision by an approved faculty mentor (not necessarily at ECU, but they must have a current faculty appointment at an accredited Bachelor’s degree-granting school—adjunct is acceptable), and related to the student’s approved curriculum thematic core.

   c. The completion of a research paper that engages the student in empirical research procedures, with supervision by an approved faculty mentor (not necessarily at ECU, but they must have a current faculty appointment at an accredited Bachelor’s degree-granting school—adjunct is acceptable), and related to the student’s approved curriculum thematic core.

4. Students are responsible for finding and selecting an appropriate practicum option and working with the supervisor to develop their experience (see specific sections in this manual for instructions and guidelines). The University Studies program faculty and staff will assist students in these efforts. Students are encouraged to consult all ECU resources (e.g., ECU Career Services and ECU Volunteer & Service Learning Center) while identifying and finalizing a practicum option.
5. The Practicum Instructor supervises the academic assignments of the practicum experience. Students are expected to complete (start to finish) the practicum during the confines of the semester in which they are enrolled in UNIV 4990. The Director of University Studies must approve any exceptions to this rule.

6. Students may complete additional coursework while enrolled in UNIV 4990. Students should discuss course loads with their University Studies Academic Advisor and carefully consider the feasibility of completing the practicum while enrolled in other courses. Completion of UNIV 4990 hours or assignments will not serve as an acceptable excuse for missing additional course assignments or class meetings.

7. Prior to the start of the practicum experience, students must identify their Practicum Supervisor, based upon their chosen practicum option and guided by their thematic core. The Director of University Studies must approve the Practicum Supervisor and program at the beginning of the practicum experience. Students obtain the approval by submitting the Practicum Approval Folder and required forms.

8. The student must prepare typed reports, per the guidelines in the syllabus and this manual.

9. Students must submit all practicum assignments to the Practicum Instructor via the UNIV 4990 Blackboard website. The Practicum Instructor will mark and grade all assignments in the Blackboard environment. The Practicum Supervisor must review all assignments and sign their approval (on the Signature Form) prior to submitting to the Practicum Instructor. Late reports or assignments will receive point reductions each day they are late, based upon the following schedule:

- Same calendar day, but posted after required time: 0-5% deduction
- One calendar day late: minimum 10% deduction
- Two calendar days late: minimum 25% deduction
- Three calendar days late: minimum 50% deduction
- More than three calendar days late: instructor will assign a zero (0) for this work, but some points may be returned, at the instructor’s prerogative, if student submits the assignment. The instructor reserves the right to assign a zero for the grade and/or award an incomplete for the course at the end of the semester

Incomplete work will receive a one-letter grade reduction and will be returned to the student for completion and submission before grading.
Practicum Responsibilities

*Responsibilities of the University Studies Program:*

The Practicum Instructor (UNIV 4990 Instructor of Record) serves as a mentor and support system, offering advice and supervision to the practicum student and collaborating with the practicum supervisor (as needed) throughout the practicum experience. The Practicum Instructor will:

1. In collaboration with the Director of University Studies (if needed), offer advice to the student in selecting a practicum agency/project/research that augments the student’s education program, meets the goals of the approved Faculty Oversight Council approved Proposal, and helps the students achieve his/her goals;

2. Through the student, provide the Practicum Supervisor with information concerning his/her responsibilities as a participant in the practicum program;

3. Monitor the student’s experience and be available for consultation with the student and/or Practicum Supervisor, as needed (and Director of University Studies, if needed);

4. Schedule conference calls, as needed (or visits when possible), with the student and the Practicum Supervisor (and Director of University Studies, if needed) to maintain collaboration and observe procedures;

5. After consultation with the Director of University Studies, remove the student from the capstone experience when both the Practicum Instructor and the Practicum Supervisor agree that a different assignment would be in the best interest of the student;

6. Serve as a resource for the cooperating agency/project and the student; and

7. Review and evaluate all practicum assignments and submit a final grade for the student.

The Director of University Studies is responsible for the overall program and for ensuring UNIV 4990 is meeting the needs of the student and the program. Within UNIV 4990, the Director is responsible for final approval of the capstone experience and ensuring it meets program requirements and completes each student’s thematic core (via the Practicum Approval Folder submission), and reporting this information to the Faculty Oversight Committee each semester/session.
Practicum Supervisor:

The practicum supervisor serves as a mentor and supervisor to the practicum student. Responsibilities will differ, based upon the student's chosen practicum option and thematic core. However, the goal is to increase the student’s professional competence. The practicum supervisor is expected to:

1. Challenge the student with meaningful experiences, which meet both the student’s and agency’s/project’s needs;

2. Design appropriate learning experiences and assignments with the student;

3. Inform the student of all personnel policies and procedures;

4. Interpret the University Studies practicum program to all necessary authorities at their location (e.g., supervisor, human resources, governing board);

5. Monitor the student to protect and enhance the quality of the agency/project as well as the student’s well-being;

6. Schedule regular meetings with the student to discuss schedules, work performance, and future assignments;

7. Evaluate and review with the student his/her performance at regular intervals;

8. Provide the student reasonable freedom to participate in related meetings, activities, projects, and programs; and

9. Provide an opportunity for the student to learn and, if possible, gain experience in the following areas:
   a. Project Execution: planning, budgeting, organizing, promoting, documenting, implementing, assessing, and evaluating
   b. Leadership: goal setting, relationship building, decision making, and presenting
   c. Professional Writing: practicum development, progress reports, final project report, as well as additional professional oral and written communications (including emails and presentations) during the practicum
**Responsibilities of the Practicum Student:**

The University Studies practicum is designed to provide a practical and professional culminating experience. The experience connects the student’s thematic core and curriculum plan to their post-graduate goals. Thus, students are expected to maintain professional standards at all times. The practicum student is expected to:

1. Accept responsibility for duties as well as all scheduled commitments and arrangements made during the practicum experience.

2. Become familiar with the policies and procedures of the agency/project and Practicum Supervisor, and conform to them.

3. With the Practicum Supervisor, develop and work toward mutually satisfactory goals and objectives.

4. Plan thoroughly and in advance for all assignments--for both the agency/project and the university.

5. Submit assignments on time, and to the appropriate person.

6. Notify the Practicum Supervisor in a timely manner should it become necessary to be late or absent from work and/or appointments.

7. Prepare for periodic conferences with the Practicum Supervisor (be prepared to ask questions and present constructive ideas).

8. Dress appropriately for all practicum tasks and maintain a well-groomed appearance.

9. Be tactful, friendly, courteous, and respectful to everyone (project a professional image).

10. Consult with the Practicum Supervisor when confronted with problems that cannot be solved independently and contact the Practicum Instructor if you require additional assistance.

11. Express appreciation to the Practicum Supervisor in person and by letter for providing the opportunity to participate in the practicum experience.
Reassignment/Withdrawal/Termination From the Practicum

Once a student has enrolled in and begun a practicum experience, s/he has entered into a professional understanding with the university and the Practicum Supervisor (and, in the internship option, with an agency/employer). Thus, students will be reassigned, withdrawn, or terminated from the practicum only under the most extreme circumstances.

Reassignment

Students may be reassigned to a new practicum only if circumstances exist which are beyond their control. Examples of such situations include: (1) the agency/project ceases to conduct business; or (2) the Practicum Supervisor suddenly departs from the agency/university. If such a situation should arise, the student should immediately notify the Practicum Instructor, who will assist the student in a remedy, which may include securing a new practicum experience (with assistance from, and coordination with, the Director of University Studies). All parties will attempt to complete the practicum during the current semester. However, extenuating circumstances may require the student to begin a completely new practicum the following semester.

Withdrawal

If a medical condition arises that keeps the student from completing the practicum experience, the student should inform the Practicum Instructor and Director of University Studies, and initiate the medical and/or university withdrawal process. The student will send written notification of withdrawal to the Practicum Supervisor, and provide a courtesy copy to the Practicum Instructor and Director of University Studies. A student will be eligible to reapply for the practicum when medical approval has been obtained and/or when s/he has been readmitted to the university.

If students fail to complete either of the first two assignments within a week of the due date (as noted in this manual and the syllabus), the Director of University Studies will inform the student, the student’s advisor, and the University Registrar that the student must withdraw. The advisor will assist the student in completing the withdrawal, but the student must confirm the withdrawal with the advisor/Registrar. If the student fails to confirm the withdrawal, they will receive an F in the course (even if they attempt to submit future assignments)--students cannot continue in a practicum experience that is not approved by the Director of University Studies.

Any withdrawals (for any reason) from UNIV 4990 will require the student to begin a completely new practicum experience in a future semester. Students may use the same supervisor, location/agency, if available and applicable, but they must submit a new and complete Practicum Approval Folder and meet all course requirements within the new semester.
Termination

Termination of the practicum is a serious matter and may be initiated by either the Practicum Supervisor or the Practicum Instructor (in some cases by the Director of University Studies, in coordination with the Practicum Instructor). Students may be terminated from a practicum experience under the following conditions:

1. They are not meeting the expectations and/or standards of the agency/project;
   or
2. They are not meeting the requirements, policies, and/or standards of the UNIV 4990 course, the University Studies program, or ECU (this includes unsatisfactory completion of academic assignments).

In most cases, prior to termination the Practicum Instructor will arrange a conference with the student and the Practicum Supervisor (and, if required or requested, the Director of University Studies), where all parties will attempt to rectify the situation. If the situation cannot be corrected, a student will be terminated and receive a grade of “F” for UNIV 4990.

A student who has been terminated from the practicum will have an opportunity to reapply no sooner than one semester from the semester of termination. To initiate re-application, students must submit an application letter to the Director of University Studies. The letter will note the reasons for the previous termination, address the steps taken to rectify the problems encountered, and indicate how current circumstances will lead to successful completion. After two (2) terminations, a student will be ineligible for practicum placement, and thus cannot complete UNIV 4990 or their degree program.
UNIVERSITY STUDIES PRACTICUM PROCEDURES - INTERNSHIP

Securing a Practicum Agency/Internship

Students must complete a minimum of 10 continuous weeks of work (averaging 20 hours per week) during the practicum experience (total of 200 hours)--for the 11-week Summer Session, the average workload should be 20 hours/week for 7-8 weeks (for a total of at least 150 internship hours). The continuous nature of the practicum is vital to achieving UNIV 4990 learning outcomes and maximizes the contribution of the practicum experience to post-graduate goals.

The University Studies program office maintains a list of previously approved agencies and supervisors to assist the student in finding a quality and appropriate practicum experience.

Practicum sites must meet the following requirements:

1. The internship supports the student’s thematic core and goals as stated in their Faculty Oversight Committee approved Degree Plan and Proposal.

2. The agency/employer must agree to participate in the practicum agreement and abide by reporting requirements (e.g., assignments and practicum performance assessments).

3. The agency/employer must have a capable full-time employee qualified through both education and experience to serve as the Practicum Supervisor.

4. The agency/employer must have sound administrative procedures, including adequate financial support, personnel policies, and a staff development program to support a practicum.

5. The agency/employer must have adequate facilities and equipment to offer a practicum experience.

6. The agency/employer should provide the practicum student with appropriate workspace.

7. The agency/employer is not required to pay a monetary stipend to the practicum student or ECU. However, financial compensation (or other remuneration such as room and board) from the agency/employer to the practicum student is acceptable.
The agency/employer’s compensation decision does not impact the student’s selection and will not impact the Director’s approval or final assessment.

ECU provides liability insurance coverage for interns during the semester of their internship. If students have questions, or need to file a claim, please contact the Risk Management Office at 252-328-2010.

**Practicum Agency/Internship Approval**

The Director of University Studies must approve all practicum agencies and internships. Students apply via a University Studies Practicum Approval Folder submitted electronically to the University Studies office via procedures outlined in the syllabus and this manual. A completed University Studies Practicum Approval Folder, which will be graded by the Practicum Instructor, includes the following items for an internship:

1. **Job description of your practicum experience and how it completes your University Studies experience and complements your thematic core and professional goals.**

2. **Letter/email from Practicum Supervisor offering the position (on letterhead or official organizational email with signature blocks);**

3. **Letter/email from student accepting the position;**

4. **Completed UNIV 4990 Practicum Information Form (see Appendix A; forms for student use are located on Blackboard, in Course Documents/Practicum Forms);**
   and

5. **Completed UNIV 4990 Practicum Pre-Placement Agreement (see Appendix B; forms for student use are located on Blackboard, in Course Documents/Practicum Forms).**

*See the current UNIV 4990 syllabus for additional information, expected assignment length, and due dates.*

*NOTE: Timely completion of the Practicum Approval Folder is required to proceed with the practicum and meet all future timelines. Therefore, the Director of University Studies will administratively remove from the course any student who does not submit a complete folder within one week of the due date (see syllabus for due dates), and the student must confirm the course withdrawal with their advisor and/or the Registrar. If the student fails to withdraw, they will receive an F in the course.*
Securing a Practicum Project and Supervisor

Students must find, and obtain a written agreement from, a faculty member to oversee the project and serve as the Practicum Supervisor. If a student is not in the Greenville area, and an ECU faculty member cannot supervise the project, students may propose a faculty member at an institution near their place of residence. The proposed faculty member must be approved faculty (adjunct faculty is acceptable) at an accredited institution offering Bachelor’s degrees in the area of study, and must submit their credentials (i.e., their \textit{curriculum vitae}) to the Director of University Studies. Students should coordinate the contact between the Director and the proposed faculty member, and do so early enough to ensure approval to meet initial submission deadlines.

The project should compare favorably in workload to the internship requirements (200 hours (150 hours in the Summer Session) of work on the project), but research students do not need to specifically track or report hours. The faculty Practicum Supervisor is entrusted to ensure proper workloads and completion of a project equitable in quality and rigor to similar capstone projects at ECU.

The Practicum Project must meet the following requirements:

1. The project supports the student’s thematic core and goals as stated in their Faculty Oversight Committee approved \textit{Degree Plan and Proposal}.

2. The faculty member must agree to participate in the practicum agreement and abide by reporting requirements (e.g., assignments and practicum performance assessments).

3. The faculty member must be qualified, through both education and experience, to serve as the Practicum Supervisor.

ECU provides liability insurance coverage for students during the semester of their practicum experience. If students have questions, or need to file a claim, please contact the Risk Management Office at 252-328-2010.
Practicum Project Approval

The Director of University Studies must approve all practicum projects and Practicum Supervisors. Students apply via a University Studies Practicum Approval Folder submitted electronically to the University Studies office via procedures outlined in the syllabus and this manual. A completed University Studies Practicum Approval Folder, which will be graded by the Practicum Instructor, includes the following items for a project:

1. A brief description of your practicum project and how it completes your University Studies experience and complements your thematic core and professional goals;

2. Letter/email from Practicum Supervisor agreeing to serve as such (on university/college letterhead or via official email from their university email address). If the Practicum Supervisor is not an ECU faculty member, the letter/email must include an attachment proving the Supervisor’s credentials (a curriculum vitae) and contact information for their department chair or college dean;

3. Completed UNIV 4990 Practicum Information Form (see Appendix A; forms for student use are located on Blackboard, in Course Documents/Practicum Forms); and

4. Completed UNIV 4990 Practicum Pre-Placement Agreement (see Appendix B; forms for student use are located on Blackboard, in Course Documents/Practicum Forms).

See the current UNIV 4990 syllabus for additional information, expected assignment length, and due dates.

*NOTE: Timely completion of the Practicum Approval Folder is required to proceed with the practicum and meet all future timelines. Therefore, the Director of University Studies will administratively remove from the course any student who does not submit a complete folder within one week of the due date (see syllabus for due dates), and the student must confirm the course withdrawal with their advisor and/or the Registrar. If the student fails to withdraw, they will receive an F in the course.
UNIVERSITY STUDIES PRACTICUM PROCEDURES – RESEARCH PAPER

Securing a Practicum Research Project and Supervisor

Students must find, and obtain a written agreement from, a faculty member to oversee the research paper and serve as the Practicum Supervisor. If a student is not in the Greenville area, and an ECU faculty member cannot supervise the paper, students may propose a faculty member at an institution near their place of residence. The proposed faculty member must be approved faculty (adjunct faculty is acceptable) at an accredited institution offering Bachelor’s degrees in the area of study, and must submit their credentials (i.e., their curriculum vitae) to the Director of University Studies. Students should coordinate the contact between the Director and the proposed faculty member, and do so early enough to ensure approval to meet initial submission deadlines.

The research should compare favorably in workload to the other capstone time requirements (200 hours (150 hours during the Summer Session) of work on the research, including research time and writing), but research students do not need to specifically track or report hours. The faculty Practicum Supervisor is entrusted to ensure proper workloads and completion of a project equitable in quality and rigor to similar capstone projects at ECU.

The Practicum Research Paper must meet the following requirements:

1. The research supports the student’s thematic core and goals as stated in their Faculty Oversight Committee approved Degree Plan and Proposal.

2. The faculty member must agree to participate in the practicum agreement and abide by reporting requirements (e.g., assignments and practicum performance assessments).

3. The faculty member must be qualified, through both education and experience, to serve as the Practicum Supervisor.
Practicum Research Approval

The Director of University Studies must approve all practicum research paper requests and Practicum Supervisors. Students apply via a University Studies Practicum Approval Folder submitted electronically to the University Studies office via procedures outlined in the syllabus and this manual. A completed University Studies Practicum Folder includes the following items for a research paper capstone:

1. A brief description of your practicum research and how it completes your University Studies experience and complements your thematic core and professional goals;

2. Letter/email from Practicum Supervisor agreeing to serve as such (on university/college letterhead or via official email from their university email address). If the Practicum Supervisor is not an ECU faculty member, the letter/email must include an attachment proving the Supervisor’s credentials (a curriculum vitae) and contact information for their department chair or college dean;

3. Completed UNIV 4990 Practicum Information Form (see Appendix A; forms for student use are located on Blackboard, in Course Documents/Practicum Forms); and

4. Completed UNIV 4990 Practicum Pre-Placement Agreement (see Appendix B; forms for student use are located on Blackboard, in Course Documents/Practicum Forms).

See the current UNIV 4990 syllabus for additional information, expected assignment length, and due dates.

*NOTE: Timely completion of the Practicum Approval Folder is required to proceed with the practicum and meet all future timelines. Therefore, the Director of University Studies will administratively remove from the course any student who does not submit a complete folder within one week of the due date (see syllabus for due dates), and the student must confirm the course withdrawal with their advisor and/or the Registrar. If the student fails to withdraw, they will receive an F in the course.
COMPLETING THE PRACTICUM

UNIV 4990 Grading Plan

UNIV 4990 practicum students will be responsible for completing all agency/project/research assigned duties and responsibilities, as well as all academic assignments, in a professional and timely manner. Students are expected to meet all agency/project and academic deadlines. Any questions or concerns about responsibilities or deadlines should be addressed to the Practicum Instructor and/or the Practicum Supervisor in a timely manner. **Specific course assignments, points for each assignment, and due dates are listed in the UNIV 4990 syllabus and on the course Blackboard site.**

Written Assignments

All written assignments must adhere to the guidelines in this Practicum Manual, in the UNIV 4990 syllabus, and any guidance promulgated by the Practicum Instructor and/or Director of University Studies via email and/or Blackboard. Students must complete all written assignments in a professional manner and in manner reflecting academic work culminating the undergraduate experience.

- All written assignments must be completed during the confines of the semester (or summer session) in which the student is enrolled in UNIV 4990.

**Formatting for all written work:**

- 1” margins on all sides
- Font = Times New Roman 12
- Double-spaced throughout body (first header page information is single-spaced)
- Page numbers on top right, with last name and page # (not on first page)
- No cover page
- Header: the header will appear as follows, single-spaced on the **top-right of the first page only:**

  Student Name
  UNIV 4990, XXX [semester information, e.g., Fall 2014]
  [if a Bi-weekly report, this line is the period of the report, e.g., September 13-26]
  Due Date: September 25, 2014

- First line after header is title (Project/Paper title for Practicum Plan and Final Report, “Bi-Weekly Report #X” for others).

**Practicum Plan:** The Practicum Plan is designed to engage the student in practicum planning and goal setting. The student will develop the practicum plan with input from the Practicum Supervisor. The paper and plan must illustrate how the chosen practicum
experience will provide the student an opportunity to apply their curriculum and thematic core (and in accordance with the student’s Faculty Oversight Council approved Degree Plan and Proposal). See the current UNIV 4990 syllabus for additional information, expected assignment length, and due dates.

**A. Practicum Plan – Internship:** The practicum plan will describe and outline the following information:

I. *Description of the Practicum Internship.* Describe in detail.

II. *Description of Thematic Core Relationship.* Describe how your internship complements your approved thematic core and curriculum and how it will culminate your BSUS degree and your post-graduation goals. Include a discussion of courses/course groupings you plan to use during your practicum.

III. *Practicum Goals and Objectives.* Describe what you hope to accomplish professionally and your plan for doing so while completing this practicum.

IV. *Work plan.* Detail your proposed work schedule for the entire semester of the practicum experience. Internship practicums will include a draft schedule to meet the 20 hours/week for 10 weeks (200 total internship hours)—for the 11-week Summer Session, the average workload should be 20 hours/week for 7-8 weeks (for a total of at least 150 internship hours). To assist in the presentation of this section, and after a description in prose, students may use a chart and/or table for clarity.

V. *Evaluation Plan.* Describe how you will evaluate completion of the goals you hope to accomplish (connects to the goals detailed in section II). Mention specific measures and/or people you will use in the evaluation. You should not leave the evaluation to the end of the practicum; you should evaluate yourself at different points (in concert with the bi-weekly reports) as you proceed, and then be able to make corrections and evaluate those adjustments as you proceed.

**B. Practicum Plan – Project or Research:** Research Project Option: If you are completing a supervised research project for your practicum, your plan will be a research project proposal. The outline for the research paper or project should include the following information:

I. *Introduction and Description:* Includes the purpose of the research project. This section should also include how this project/research complements your approved thematic core and curriculum and how it will culminate your BSUS degree and post-graduation goals.

II. *Methodology:* A detailed explanation of how you will conduct your research/project.

III. *Annotated Bibliography.* Research projects include a review of related literature and previous research; provide a list of potential sources and summary explanations.

IV. *Project Schedule.* You must include a draft schedule with milestones and specific due dates during the semester. Students should coordinate with their Practicum
Supervisor to complete this section. To assist in the presentation of this section, and
after a description in prose, students may use a chart and/or table for clarity.

Due to the variety of projects students may undertake, students and practicum
supervisors may propose a different type of plan and/or format to the Practicum
Instructor. The Practicum Instructor must approve any alternative report format
PRIOR to submission.

* NOTE: Timely completion of the Practicum Plan is required to proceed with the practicum
and meet all future timelines. Therefore, the Director of University Studies will
administratively remove from the course any student who does not submit a complete Plan
within one week of the due date (see syllabus for due dates), and the student must confirm
the course withdrawal with their advisor and/or the Registrar. If the student fails to
withdraw, they will receive an F in the course.

Bi-Weekly Reports: Bi-Weekly Reports provide the student with an opportunity to process
the practicum experience, communicate progress, and receive regular, written feedback
from the Practicum Supervisor and the Practicum Instructor. See the current UNIV 4990
syllabus for additional information, expected assignment length, and due dates.

1. Each student is required to submit a total of five bi-weekly reports (three for the
shorter 11-week Summer Session). The Practicum Supervisor will read each bi-
weekly report and sign the Practicum Signature form each time before the weekly
report is submitted to the Practicum Instructor. See Appendix D for example bi-
weekly report formats (D-1 for internships; D-2 for research papers/projects), and
Appendix C for the signature form. Students should download a signature form
(U4990-3) from Blackboard, in Course Documents/Practicum Forms. The student
bears the responsibility to ensure the Practicum Supervisor receives the report in a
timely manner so he/she can give you feedback and sign the signature form.
2. Each report will be graded by the Practicum Instructor in Blackboard.
3. Due dates are listed in the syllabus. Individuals will plan their workweek (or
research) with their Practicum Supervisor. Workweeks for interns may vary, but
should average 20 hours per week over a 10-week period and must total 200 hours.
Students must obtain Practicum Instructor approval for plans that may vary widely
from this guideline. For the 11-week Summer Session, the average workload should
be 20 hours/week for 7-8 weeks, for a total of at least 150 internship hours.
4. The student should be sure that s/he has the correct email address and office phone
for the Practicum Instructor prior to beginning the practicum. Communication with
the instructor is vital throughout the practicum experience.
5. All Bi-Weekly Reports are to be prepared outside of scheduled work hours (for
interns).
6. Follow the appropriate format in Appendix D for the reports. If you cut and paste
the appendix to begin your report, delete the “Appendix D” header and the notes
section in the submitted copy.
Practicum Final Report: The Practicum Final Report is designed to provide the student with an opportunity to report the results of the practicum as originally outlined in the Practicum Plan, report the progress or results of the practicum goals, reflect upon their overall practicum experiences, and summarize what the student would like to accomplish in the near future with regard to their professional development. See the current UNIV 4990 syllabus for additional information, expected assignment length, and due dates.

The practicum final report should be written in past tense and describe and outline the following information:

Internships:

I. Description of the Practicum Agency/Internship. Describe in detail the duties and if they changed from the Practicum Plan.

II. Applying their Thematic Core Relationship. Discuss and evaluate how the practicum experience built upon and completed your University Studies degree program. Describe any applications of specific learning from your thematic core classes, and note any differences from your original plan.

III. Practicum Goals and Objectives. Assess how you accomplished the goals and objectives proposed in the Practicum Plan. Discuss any setbacks/issues and how you worked around those problems.

IV. Work plan outline. Summarize how you completed your 200 hours (150 hours if taken during the Summer Session). A brief (less than one-page) chart may suffice to show the hours worked, but the student should include prose and discuss any issues with completing the internship and any deviations from the Practicum Plan schedule.

V. Evaluation of Results. Evaluate your overall practicum experience, and larger than part III, where you discussed how you did compared to your goals and objectives. This section should connect to the evaluations and assessment section of your Practicum Plan (part V) and discuss how your evaluations and feedback occurred (or perhaps if they did not work as planned, why, and how you altered your plans) and what you learned. Take a broader overview of the experience in this section!

VI. Future Professional Plans and Goals. Summarize your practicum experience and in the context of your entire University Studies program and thematic core. Do you feel better prepared for your next steps? Have your goals and next steps changed? What are your post-graduation short and long term plans?
**Project:** Projects may take various forms, but students must still complete a final report, which may contain the following sections, or similar headings:

I. **Description of the Practicum Project.** Describe the final project in detail.

II. **Description of Thematic Core Relationship.** Discuss and evaluate how the practicum experience built upon and completed your University Studies degree program. Describe any applications of specific learning from your thematic core classes, and note any differences from your original plan.

III. **Practicum Goals and Objectives.** Assess how you accomplished the goals and objectives proposed in the Practicum Plan. Discuss setbacks/issues and how you worked around those problems (as applicable, include how any classes/previous learning from your thematic core classes assisted you).

IV. **Work plan outline.** Summarize how you completed your project and discuss any issues and/or any deviations from the Practicum Plan schedule.

V. **Evaluation of Results.** Evaluate your overall practicum experience, and larger than part III, where you discussed how you did compared to your goals and objectives. You should evaluate your project overall, perhaps any setbacks in the schedule or project itself, and if/how you altered the project and what you learned. Take a broader overview of the experience in this section!

VI. **Future Professional Plans and Goals.** Summarize your practicum experience and in the context of your entire University Studies program and thematic core. Do you feel better prepared for your next steps? Have your goals and next steps changed? What are your post-graduation short and long term plans?

* Due to the variety of projects students may undertake, students and practicum supervisors may propose a different type of report and/or format to the Practicum Instructor. The Practicum Instructor must approve any alternative report format PRIOR to submission.

**Research Paper:** Your final report will be the final research project manuscript. You do not need to write a research paper, and then another paper discussing how you went about the research. However, a normal research paper may (but not always) include the following information:

I. **Introduction and Purpose.** Describe the purpose of the research in detail.

II. **Review of Literature.** Research papers include a review of related literature and previous research. Discuss how your research built upon, or takes issue with, previous literature.

III. **Methodology/conduct of research.** Describe your methodology and the conduct of the research.

IV. **Results.** Provide a complete description of your results and findings.

V. **Discussion/Conclusions.** Evaluate the implications of your findings. Discuss if you achieve the expected results and provide any alternative explanations (if applicable). Assess how the research and findings related to, and completed, your thematic core.
* Due to the variety of research papers and the academic disciplines students may employ in writing the research paper, students and practicum supervisors may propose a different type of report and/or format to the Practicum Instructor. The Practicum Instructor must approve any alternative report format PRIOR to submission.

** Due to these variations, the Practicum Instructor may have to stray from the published rubric in grading the paper. In the feedback (on Blackboard), the Instructor will describe any variations and explain how they arrived at the final grade.

**Practicum Virtual Presence:**

The Practicum Virtual Presence is designed to help the student transition to the next step in their career (i.e., job or graduate school). Each student must prepare a professional web presence (LinkedIn, or other professional site) to highlight his or her education and experiences. Students should approach the project as the foundation of their job search with an understanding and expectation of potential employers visiting their online resume. If students do not wish to complete an open-web presence, they may submit a Word document, formatted to look like a LinkedIn webpage. The grading rubric will remain the same.

*Depending on dates and structure of the 11-week Summer Session, this assignment may be deleted from Summer Session offerings of UNIV 4990--see syllabus.*

See the current UNIV 4990 syllabus for additional information, expected assignment length, and due dates.
PRACTICUM EVALUATIONS

The University Studies practicum should be viewed as a professional relationship between three parties: the student, the University Studies Program (represented by the Practicum Instructor and/or the Director of University Studies), and the Practicum Agency or Research/Project Supervisor. Assessing the practicum experience requires input from all three parties.

Practicum Supervisor Evaluation of the Student

The Practicum Supervisor will complete an assessment of the student and their experience. Students are responsible for ensuring the practicum supervisor is aware of the practicum evaluation, providing the proper form (U4990-4) to the supervisor, and uploading the completed and signed form by the date provided in the syllabus. A copy of the assessment is located in Appendix E and in the Forms Folder on Blackboard. The student and the practicum supervisor should review this form together and as a final feedback and evaluation session for the practicum. The Practicum Instructor will use this assessment to assign the grade (15% of the total grade) for the Supervisor Evaluation section. The Instructor is not required to assign the exact final recommendation of the supervisor, and may adjust the grade up or down depending on the overall evaluation and markings (and not just the final recommendation) and the written comments.

Practicum Instructor Evaluation of the Student

The Practicum Instructor will assess the practicum student on the basis of the following criteria. This will count 15% toward your final grade.

- General and overall quality of practicum assignments;
- Initiative in following and conforming to practicum deadlines;
- Ability to follow instructions and improve performance based upon feedback given during the course; and
- Professional attitude, communication skills, and overall performance.

Student Evaluations of the Practicum

All students will evaluate the Practicum Supervisor (Appendix G), and the Practicum Instructor (Appendix H). Students who completed internships will evaluate the Practicum Experience (Appendix F). All students are responsible for completing and submitting required assessments not later than the end of the final examination period. The Practicum Instructor assessment must be mailed or emailed (as an attachment) to the University Studies Administrative Assistant. The instructor will not receive these assessments until after UNIV 4990 grades are submitted to the Registrar. These assessments have no impact on student grades, but they are valuable in improving future course offerings and the University Studies program. Feedback on supervisors and internships helps the staff assist future students find and secure valuable practicum experiences.
PRACTICUM MANUAL FEEDBACK

The Director of University Studies welcomes feedback on this Practicum Manual. Please provide any information for improvement or inclusion to:

Dr. Rondall R. Rice
Director of University Studies
ricero14@ecu.edu
Appendix A
UNIV 4990 Practicum Information Form

University Studies
East Carolina University

Name: ___________________________________ Banner ID#: ______________________

Home Phone #: ___________________ Cell Phone #: _____________________

Mailing Address (during practicum): __________________________________________

City: __________________ State: __________________ Zip Code: _________________

E-Mail Address: ____________________________

Permanent Mailing Address (if different): ______________________________________

City: __________________ State: __________________ Zip Code: _________________

Practicum Choice (Circle/Highlight one): Internship Research Paper Research Project

Official Name and Mailing Address of Practicum Agency or Project/Research Supervisor:

City: __________________ State: __________________ Zip Code: _________________

Name and Title of Practicum Supervisor:

Name: __________________ Title: __________________

Practicum Supervisor Business Address if Different from Above:

City: __________________ State: __________________ Zip Code: _________________

Supervisor’s Office Phone Number: ____________________________

Supervisor’s E-Mail Address: _____________________________________________
Appendix B
UNIV 4990 Practicum Pre-Placement Agreement

University Studies
East Carolina University

This agreement between University Studies Program, the Practicum Student ______________________, and the Practicum Agency/Project/Research Supervisor ______________________, identifies the responsibilities of all parties.

Students completing UNIV 4990 via an internship are expected to complete a minimum of 200 hours over a 10-week period (averaging 20 hours per week) with the practicum agency (hourly requirement for the 11-week Summer Session course is 20 hours/week, for 7-8 weeks, and at least 150 total hours). The student is required to complete all agency responsibilities and academic assignments in a professional and timely manner. The student is also expected to maintain regular communication between the Practicum Instructor and Practicum Supervisor.

For students completing UNIV 4990 via a project or research paper, the project/research should compare favorably in workload to the other capstone time requirements (200 hours of work (150 hours if during the 11-week Summer Session) on the research, including research time and writing), but work hours do not require specific tracking or reporting. The faculty Practicum Supervisor is entrusted to ensure proper workloads and completion of a project equitable in quality and rigor to similar capstone projects at ECU.

Responsibilities of the Practicum Student: The practicum is designed to provide a practical and professional culminating experience and is a critical connection between the student's University Studies curriculum plan and the student's post-graduate goals. The Practicum Student is expected to:

- Accept responsibility for duties as well as all scheduled commitments and arrangements made during the practicum experience;
- Become familiar with the policies and procedures of the agency (or faculty member), and conform to them;
- Accept the agency's (or faculty member's) philosophy, methods, leadership, and program;
- With the Practicum Supervisor, develop and work toward mutually satisfactory goals and objectives;
- Plan thoroughly and in advance for all assignments—for both the agency/project and the university;
- Submit assignments on time, and to the appropriate person;
- Notify the Practicum Supervisor if it is ever necessary to be late or absent from work (or required meetings);
- Prepare for periodic conferences with the Practicum Supervisor (be prepared to ask questions and present constructive ideas);
- Dress appropriately for all practicum tasks and maintain a well-groomed appearance;
- Be tactful, friendly, courteous, and respectful to everyone (project a professional image to everyone);
- Consult with the Practicum Supervisor when confronted with problems that cannot be solved independently and contact the Practicum Instructor and Director of University Studies (as required) if additional assistance is needed; and
- Express appreciation to the Practicum Supervisor, in person and by letter, for providing the opportunity to participate in the practicum experience.

Practicum Supervisor Responsibilities (Must be a full-time employee for interns, or an approved faculty member for research papers/projects): The Practicum Supervisor serves as a mentor and field-based teacher offering instruction and supervision to the Practicum Student. The Practicum Supervisor is expected to:

- Challenge the student with meaningful experiences;

Revised August 2016
• Design appropriate learning experiences and assignments with the student;
• Inform the student of all policies and procedures;
• Interpret the practicum program to all necessary authorities, for internships (e.g., supervisors, human resources, governing board);
• Monitor the student to protect and enhance the quality of the agency/project/research as well as the student’s well-being;
• Schedule regular meetings with the student to discuss schedules, work performance, and future assignments;
• Evaluate and review with the student her/his performance at regular intervals;
• Provide the student reasonable freedom to participate in related meetings, activities, projects, and programs; and
• Provide an opportunity for the student to learn and, if possible, gain experience in the following areas:
  o Project Execution—planning, budgeting, organizing, promoting, documenting, implementing, assessing, and evaluating
  o Leadership—goal setting, relationship building, decision making, presenting
  o Professional Writing—practicum plan development, progress reports, final project report

Responsibilities of the University Studies Program: The Practicum Instructor (UNIV 4990 Instructor of Record) serves as a mentor and support system offering advice and supervision to the Practicum Student and collaboration to the Practicum Supervisor (as needed) throughout the experience.

The Practicum Instructor will:
• In collaboration with the Director of University Studies (if needed), offer advice to the student in selecting a practicum agency/project/research that augments the student’s education program, meets the goals of the approved Faculty Oversight Council approved Proposal, and will help the student achieve his/her goals;
• Through the student, provide the agency/supervisor with information concerning its responsibilities as a participant in the practicum program;
• Monitor the student’s experience and be available for consultation with the student and/or Practicum Supervisor, as needed (and Director of University Studies, if needed);
• Schedule conference calls (or visits when possible), if/when needed, with the student and the Practicum Supervisor (and Director of University Studies, if needed) to maintain collaboration and observe procedures;
• After consultation with the Director of University Studies, remove the student from the capstone experience when both the Practicum Instructor and the Practicum Supervisor agree that a different assignment would be in the best interest of the student;
• Serve as a resource for the cooperating agency/faculty member and the student; and
• Review and evaluate all practicum assignments and submit a final grade for the student.

The Director of University Studies is responsible for the overall program and for ensuring UNIV 4990 is meeting the needs of the student and the program. Within UNIV 4990, the Director is responsible for final approval of the capstone experience and ensuring it meets program requirements and completes each student’s thematic core (via the Practicum Approval Folder submission), and reporting this information to the Faculty Oversight Committee each semester/session.

Practicum Student: ____________________________ Date: ____________________________
Practicum Supervisor: ____________________________ Date: ____________________________
Director of University Studies: ____________________________ Date: ____________________________

Revised August 2016
Appendix C
UNIV 4990 Practicum Signature Form

University Studies
East Carolina University

The UNIV 4990 Instructor and Director need to verify that the Practicum Supervisor has reviewed and indicated their approval of critical practicum documents, including the Practicum Plan, bi-weekly reports, and the Practicum Final Report. **The practicum student is expected to obtain your signature indicating your approval before these documents are submitted electronically to the Practicum Instructor.** As the student submits the items below, please sign and date this page, indicating the date you reviewed and approved each item. **The student is required to give you the reports in a timely manner to allow for your review and correction.** If you do not approve of any content, or believe changes are necessary, please direct the student to make the necessary changes and to re-submit the report for your signature.

The student will submit this completed form, via Blackboard upload, to the Practicum Instructor with each submission.

Student’s Name _______________________________________________________

Practicum Supervisor’s Name ____________________________________________

Practicum Supervisor’s Phone and E-mail _________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Practicum Supervisor’s Signature</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum Plan</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bi-Weekly Report 1</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bi-Weekly Report 2</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bi-Weekly Report 3</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bi-Weekly Report 4</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(N/A for Summer Session)</td>
<td></td>
<td></td>
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<tr>
<td>Bi-Weekly Report 5</td>
<td></td>
<td></td>
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<tr>
<td>(N/A for Summer Session)</td>
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<td></td>
</tr>
<tr>
<td>Practicum Final Report</td>
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<td></td>
</tr>
</tbody>
</table>
Appendix D-1
Sample Bi-Weekly Report (Internship)

Awesome U.S. Student
UNIV 4990, Spring 2015
February 5-19, 2015
Due Date: February 22, 2015

Bi-Weekly Report 2

General duties during the work period

Describe your work over the previous two weeks. Include not only specific duties, but reflect on the overall experience.

What did I do well?

Select a specific situation or you may describe a general trend over the two-week period. If applicable, include how any of your curriculum courses prepared you for the issue/situation.

What situation would I have handled differently and how would I have done it?

Use this section to reflect on something you could have done differently. You could relate something you did not handle well, or that you performed in an acceptable manner but could improve (please note that your grade will not drop if you did not handle a situation appropriately--the key is to learn from the situation).

What specific actions will I take to improve my performance?

Self-explanatory; this section may include discussions with your Practicum Supervisor and work habit feedback. Can you relate any previously-studied material from your curriculum that you will reference and may help you improve?

How did I demonstrate leadership?

Self-explanatory; if applicable, include references to material you studied in your leadership courses. If you did not demonstrate leadership, you can discuss being a good follower and/or observing a leadership situation.
**SUMMARY OF HOURS**

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</tr>
<tr>
<td>February 8</td>
<td>10:00-12:00, 2:00-4:00</td>
</tr>
<tr>
<td>February 9</td>
<td>8:00-11:00</td>
</tr>
<tr>
<td>February 10</td>
<td>8:00-12:00</td>
</tr>
<tr>
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<td></td>
<td>Two Week Total</td>
</tr>
<tr>
<td></td>
<td>Total Practicum Hours to Date</td>
</tr>
</tbody>
</table>

**NOTE to Students:** Your work schedule may or may not be Monday through Friday, as in the previous chart. Modify the chart as needed and accurately reflect your internship hours. Internship hours do not need to reflect exactly 20 hours per week, as schedules may change over the course of the semester and due to the nature of the duties. However, students and Practicum Supervisors should plan for approximately 20 hours per week, and the internship should total 200 hours (150 hours if taken during the Summer Session). [Remove this section when submitting your report.]

*Practicum Supervisors annotate their review and approval by signing the Practicum Signature Form (for each report) in the appropriate area. Students are responsible for uploading an updated Signature Form with each submission on Blackboard.*
Appendix D-2
Sample Bi-Weekly Report (Project/Research)

Awesome U.S. Student
UNIV 4990, Spring 2015
February 5-19, 2015
Due Date: February 22, 2015

Bi-Weekly Report 2

* Due to the variety of research topics or projects students may undertake, this format may be modified. Students and Practicum Supervisors may propose a different type of report and/or format to the Practicum Instructor.

Accomplishments duties during the period

Describe your research/project activities over the previous two weeks. Include not only specific research, but reflect on the overall experience.

Research/Project developments [previous two weeks]

Select a specific situation and/or you may describe a general trend over the two-week period. If applicable, discuss any new and/or unforeseen developments in the project research. Specifically discuss any research trips.

Next steps and/or modifications to research/project plan based upon activities to date.

Use this section to discuss any changes and/or modifications to your research/project, either in focus or schedule.

Research/Project Schedule/Milestones for the next two weeks:

- Students may use a bullet format for this section

Practicum Supervisors annotate their review and approval by signing the Practicum Signature Form (for each report) in the appropriate area. Students are responsible for uploading an updated Signature Form with each submission on Blackboard.
Appendix E

Practicum Supervisor Performance Assessment

University Studies
East Carolina University

The University Studies practicum is the capstone experience of the student’s University Studies degree program. The practicum provides opportunities to gain experience in the application of undergraduate coursework under the supervision of professionals and prepare them for the next step in their lives, be it graduate school, entering the workforce, or both. As such, the Practicum Supervisor should provide the student and Practicum Instructor an assessment of the student’s strengths and suggestions for improvement in order to promote professional growth and development.

The assessment should be used as a communication tool as well as an evaluation tool. Please discuss the ratings with the student near the end of the practicum period. Assess the practicum student as if s/he was an entry-level employee (or, in the case of a research/project, a research/project assistant), as this will maximize developmental feedback. You will have the opportunity to recommend a letter grade separate from your ratings at the end of the evaluation. If more than one staff member has supervised the student, the evaluation should reflect their combined judgment, even though only one signature is required.

You will note that there are "Comments" sections throughout the performance report. If poor or unacceptable performance is noted, please be sure to provide comments, which will assist the student in understanding what follow-up is recommended.

The student is responsible for informing the supervisor where to access the assessment and the deadline for completion (which is noted in each semester's syllabus). Please complete the Practicum Performance Assessment, review it with the student, and have the student upload it to the instructor by the required date. Your input is appreciated and will be essential in reviewing the student’s development.

* Note: not all areas will be applicable, especially if the student completed a research paper/project. Complete the assessment to the fullest extent possible, in order to provide the best possible feedback to the student.
**Practicum Supervisor’s Assessment of Student Performance**

Student Name: ____________________________________________

Practicum Supervisor’s Name: ________________________________

Agency/Employer/Faculty Member’s College: __________________________

### I. General Performance Items

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<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
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<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
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<td>5</td>
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<td>4</td>
<td>5</td>
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<td>5</td>
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<td>3</td>
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<td>5</td>
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<td>3</td>
<td>4</td>
<td>5</td>
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<tr>
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<td>2</td>
<td>3</td>
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<td>5</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Problem-solving</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Judgment</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to learn new information</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Follow instructions/procedures</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Team player</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Professional ethics</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Overall Professionalism</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
**Comments:**

*Continue on a separate sheet, if needed.*

**II. University Studies Learning Outcome Items**

<table>
<thead>
<tr>
<th></th>
<th>N/A</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The practicum student successfully functioned in a professional manner while completing the practicum</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The practicum student successfully planned and implemented the practicum project/experience</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The practicum student successfully demonstrated leadership skills while completing the practicum</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The practicum student successfully demonstrated goal-setting skills</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The practicum student successfully demonstrated decision-making skills</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The practicum student successfully demonstrated relationship development skills</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Comments:**

*Continue on a separate sheet, if needed.*
Additional Summary/Comments:

What do you consider to be the primary areas for this student’s professional development? Give specific suggestions as to how the student may improve.

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

What do you consider to be this student’s major strengths?

____________________________________________________________________________________________________________________________________________________

____________________________________________________________________________________________________________________________________________________

Supervisor’s Overall Grade:

Please assign what you believe to be an appropriate letter grade for the student’s practicum performance. Please circle the most appropriate letter grade.

<table>
<thead>
<tr>
<th>Failing</th>
<th>Average</th>
<th>Very Good</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>D</td>
<td>C-</td>
<td>C</td>
</tr>
<tr>
<td>0-5</td>
<td>6</td>
<td>7.5</td>
<td>7.7</td>
</tr>
</tbody>
</table>

Your completion and submission of this assessment indicates that you have reviewed and discussed the performance evaluation with the practicum student. It does not necessarily indicate that the student agrees with the evaluation.

Practicum Supervisor’s Signature: ________________________________
Appendix F

Student Evaluation of the Practicum Experience *(Internships Only)*

University Studies
East Carolina University

Student Name: ____________________________________________

Agency/Employer: ________________________________

Location: ___________________________________________

Use the following to rate your practicum experience. Please circle your response to indicate the quality of the item.

<table>
<thead>
<tr>
<th>Pre-Placement</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Provided</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Prompt Communications</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Interview/Tour</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Job Description</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments for future students: ____________________________________________

____________________________________________________________________

____________________________________________________________________

*Continue on a separate sheet, if needed.*

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Package/Work Docs Provided</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Goals/Objectives Clarified</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Policies/Procedures Explained</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Work Schedule Established</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Job Description Reviewed</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Comments for future students: ____________________________________________________________

*Continue on a separate sheet, if needed.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Site Transportation</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>On-Site Parking</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Housing</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Stipend/Salary</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Uniform</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Additional Insurance</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Transportation to and from Practicum Site</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments for future students: ____________________________________________________________

*Continue on a separate sheet, if needed.

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate Resources</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Adequate Supervision</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Adequate Staffing</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>In-Service Training</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Reasonable Work Schedule</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Reasonable Work Load</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Variety of Work Experiences</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Exposure to a Variety of Professional Activities, Seminars, Materials</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Comments for future students: ________________________________________________

*Continue on a separate sheet, if needed.

<table>
<thead>
<tr>
<th>Work Environment</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Safe</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Accessible</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Conducive to doing your job</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments for future students: ________________________________________________

*Continue on a separate sheet, if needed.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Condition</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Adequacy</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments for future students: ________________________________________________

*Continue on a separate sheet, if needed.

Post-Practicum

On a separate sheet, attached to this survey, please answer the following questions:

1. If offered a position with this agency/employer would you accept it? Why/why not?
2. Would you recommend this agency/employer to future students for an internship? Why/why not?
3. What specific skills are needed to succeed at this/with this agency/employer?
Appendix G

Student Evaluation of the Practicum Supervisor (All Practicum Programs)

University Studies
East Carolina University

Student Name: ________________________________ Date: ______________

Agency/Faculty Member’s College/Dept: ______________________________

Practicum Supervisor’s Name: ________________________________

Title: ________________________________

Use the following rating scale to rate your supervisor. Please circle your response.

<table>
<thead>
<tr>
<th>QUALITIES</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to do job/project/mentor research</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Provided support as needed</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Motivator</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Role-model</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Oral communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Written feedback</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Able to solve problems</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Honest and fair</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Good leadership</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Open/available and took time to work with me</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Professionalism</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td><strong>Overall Rating</strong></td>
<td><strong>1</strong></td>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
<td><strong>4</strong></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

Would you recommend this person to serve as a future Practicum Supervisor?
_____ Yes_____ No

Provide any comments on a separate sheet, with the header, “Student Evaluation of the Practicum Supervisor – Comments”
Appendix H

Student Evaluation of the Practicum Instructor (All Practicum Programs)

University Studies
East Carolina University

This assessment must be completed in hard copy and mailed, or e-mailed as an attachment, to the University Studies Administrative Assistant. The Practicum Instructor will not receive this assessment until all grades have been posted.

Directions: Please evaluate your Practicum Instructor by circling the appropriate number for each of the following qualities:

<table>
<thead>
<tr>
<th>QUALITIES</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity of Assignments</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Prompt Communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>a. Written</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>b. Oral</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Grading Timeliness</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Grading Fairness</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Performance Feedback</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Availability</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Professional Knowledge</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Overall Rating</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments: _____________________________________________________________
___________________________________________________________
___________________________________________________________
___________________________________________________________

*Continue on a separate sheet, if needed.*

Return this form during not later than the last day of class. Please mail or email directly to:

ECU University Studies Program
Attn: Administrative Assistant
2500 Old Cafeteria Building
Greenville, NC 27858-4353
BSUS@ecu.edu


**Practicum Checklist**

Students are responsible for all the information found in this manual and are encouraged to re-visit the material often. This page will help you keep track of progress in preparing for and completing the practicum experience. Initial each item as you complete it.

1. I met with my University Studies Academic Advisor or the Director of University Studies for advice and general information.
2. I verified final coursework with my advisor and accomplished a Degree Works check (through Banner Self Service).
3. I registered for UNIV 4990 and I am in the appropriate sections for the course (60X online course, only if not in the Greenville area).
4. I identified my practicum agency or faculty member for the project/research option, secured all approval materials, and completed my practicum approval folder on time.
5. I downloaded assignment pages and links to materials to my personal computer for use during the practicum.
6. I verified access to the UNIV 4990 Blackboard page and activated e-mail alerts, and I understand how to upload (and upload multiple documents for one assignment) to Blackboard.
7. I read the UNIV 4990 Syllabus and understand all requirements, to include written work, deadlines, and penalties for late work.
8. I read and understand the current version of the UNIV 4990 Practicum Manual.
9. I understand my responsibility to be aware of all due dates and requirements for the practicum and to provide my Practicum Supervisor with required materials for their completion in a timely manner.
10. I understand that all assignments must be completed in a satisfactory manner in order to pass UNIV 4990. Failure to complete assignments as required could result in my practicum being terminated and I could receive a failing grade (F) in UNIV 4990.
11. I applied for Graduation through Banner Self Service and reviewed my graduation ceremony options (and sent an RSVP, if participating).