

**Internship, Practicum, & Field Experience
Higher Education Administration & Student Personnel
(HIED/EDAD 6/76492)**

Student and On-site Supervisor Manual

Kent State University

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Practicum Program Description

The Practicum Program has been designed to provide a structure for planning and implementation of practica and to ensure high-quality experiences for students and other participants. Students enrolled in the Higher Education Administration and Student Personnel Program are provided with opportunities to participate in supervised, professional settings other than those associated with a graduate assistantship or fellowship. These experiences provide for the integration and practical application of theory and methods gained through the formal program of study, allowing development of professional competencies that enhance personal and professional growth. Also, the practicum provides on-the-job experiences of reasonable depth and length to strengthen qualifications while broadening the range of career alternatives for the practicum student.

In the practicum, there are four primary participants: 1) the Student, 2) the On-site Supervisor, 3) the Instructor, and 4) the Practicum Coordinator.

Student: The practicum Student is a graduate student enrolled in the Higher Education Administration and Student Personnel program at KSU and is registered for either EDAD/HIED 66492 (Master's students) or EDAD/HIED 76492 (Ph.D. students). He or she has primary responsibility for constructing the practicum experience, completing the practicum, and providing evidence of having met the learning objectives required for academic credit. Specific responsibilities are outlined below.

On-site Supervisor: The On-site Supervisor is an experienced professional administrator actively employed at a college, university, or other higher education organization site.

He or she is responsible for working collaboratively with the Student to design the practicum experience, supervising and mentoring the Student throughout the term, and providing to the Student and Instructor both verbal and written constructive feedback as well as an evaluation of the Student's performance. Specific responsibilities are outlined below.

Instructor: The Instructor is the faculty member of record for the for-credit course and is employed by KSU. He or she reviews and approves the application and proposal plan as indicative of a potentially successful practicum. The instructor receives all documentation from the Student and On-site Supervisor throughout the term and monitors progress through these documents and a mid-term site visit. It is the Instructor's responsibility, in consultation with the On-site Supervisor, to assign and submit a final grade of S (satisfactory) or U (unsatisfactory) by the university grading deadline. The Instructor also is available to both the Student and the On-site Supervisor for discussion and support throughout the term.

Practicum Program Coordinator: The Practicum Program Coordinator is a full-time Higher Education faculty member. The Coordinator is responsible for the approval of practicum plans submitted prior to the beginning of the term in instances where the student questions whether a particular experience will qualify as a practicum or is requesting permission to begin a practicum experience prior to the beginning of the academic term. The Coordinator also will conduct the class session during the first week of classes and is responsible for assigning students to Instructors. Maintaining the HIED web site that makes the Practicum Manual, Forms, and a list of possible internship placements available to students also is the responsibility of the Coordinator.

Instructors for HIED/EDAD 6/76492 include:

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Dr. Stephen Thomas, sbthomas@kent.edu, White Hall 401K (mailbox 401 White Hall), 330-672-0654.

Questions or concerns about the larger Practicum Program should be directed to:

Dr. Stephen Thomas, Practicum Coordinator, sbthomas@kent.edu, 401-K White Hall, 330-672-0654, fax 330-672-3246.

Practicum Program Objectives

- 1) To provide structure for supervised professional practica that include both learning and practice of increasing complexity and involve working directly with administrators, staff, and students in a higher education setting;
- 2) To provide resources to choose from among a variety of supervised professional experiences that will help develop and refine competencies compatible with the academic and professional goals of the Student, in consultation with his or her Instructor and the On-site Supervisor;
- 3) To provide experiences that will clarify and broaden professional career alternatives for the Student;
- 4) To establish a teaching and learning environment in which the On-site Supervisor assumes a teaching role, encouraging the Student to experience and be adequately instructed in pertinent aspects of the functions, responsibilities, and relationships of the practicum site and various personnel involved in these activities;
- 5) To provide students with opportunities for the establishment of professional relationships with administrators in higher education and student affairs settings; and
- 6) To ensure that supervised experiences are conducted under established professional ethical practices and that participants are provided with support for resolving concerns or questions during the practicum.

Program Guidelines for Practica

Practica are supervised professional experiences involving a significant learning relationship between a Student and an On-site Supervisor in which a Student may begin with limited knowledge and experience in a professional area and be oriented to, participate in, and take responsibility for professional activities progressively over the course of the term. The practicum must provide new experiences to the Student and not be a simple continuation of work done in a graduate assistantship, paid job, or previous practicum. A great deal of latitude is provided for a Student and an On-site Supervisor to design a set of learning experiences, but the practicum should 1) be agreed upon at the outset of the practicum through the use of the Practicum Plan, 2) be approved by the Instructor, and 3) place primary importance on meeting the learning needs of the Student. In exchange for supervision and teaching, the host site receives the benefit of the work product and enthusiasm of a Student.

Practica experiences are not paid positions. However, some formal summer internship programs sponsored by professional associations include stipends and other support, and some local practicum sites are able to cover some costs (such as conference attendance or parking fees). A student may ask the On-site Supervisor about any additional financial or logistic support before the practicum begins so that both parties are clear about the arrangements; however, students should expect to cover their own costs associated with the experience (e.g., transportation and professional attire.)

The practicum requires a total Student time commitment of not less than 150 hours. For fall and spring terms, students will work 10 hours per week during a 15-week term. In the

summer term, weekly hours are adjusted to complete the 150 minimum required hours. The time commitment of 10 hours per week may not be scheduled in one day (i.e., the hours must be spread over two or more days). While consistently working above the 10 hours per week is discouraged, it is recognized that some experiences have special opportunities that culminate in projects which consume a large number of hours in a short period of time (e.g., weekend orientation, admissions processes). If the student chooses to participate in these activities, the total number of hours should not be strictly deducted from the 150. In essence, although 150 hours is the minimum for completion of the practicum, the experience should involve extended contact and therefore should span the length of the term. For clarification, please check with the Instructor or the Practicum Program Coordinator.

Generally, the practicum should be scheduled to begin at or within one week of the beginning of the academic term for which the Student is registered for the course. Also, all practicum requirements (hours, site visit, and required paperwork) must be completed and submitted by the Friday prior to Finals Week in fall and spring terms, and the Thursday of Week 8 during the Summer II term. Significant departures from this time line must be approved in advance by the student's assigned Instructor.

Students enrolled in the Master's degree program in Higher Education Administration and Student Personnel are generally required to complete two practica for credit and may participate in as many as three. Students earn three graduate credit hours for each practicum satisfactorily completed. Doctoral students are not required to enroll in practica, but may do so as electives. Students are *advised* not to schedule more than one practicum experience per term. However, students are *not permitted* to register for more than two practica in any term.

Selection of the Practicum Site and Application

To assist students in exploring potential practicum sites, a partial listing of past sites and On-site Supervisors is available from the Practicum Program Coordinator at <http://www.ehhs.kent.edu/hied>. Moreover, the Graduate Association of Student Personnel Practitioners (GRASPP) coordinates a practicum fair every fall term, usually held in October or November, to assist students in their selection of an appropriate site and On-site Supervisor. After adequate exploration of alternatives, the Student should select his or her practicum site and On-site Supervisor.

Once a practicum site and On-site Supervisor have been selected, the Student must complete a **Practicum Application** form with signatures. The Practicum Application is to be submitted to the Practicum Program Coordinator following the class meeting held during the first week of courses. If the Student questions whether the experience will qualify for Practicum credit or proposes a starting date inconsistent with the aforementioned requirements, approval must be acquired from the Practicum Program Coordinator.

The Practicum Plan

The Student and the On-site Supervisor jointly construct the **Practicum Plan**. The exact procedures for developing the plan are left to the discretion of the On-site Supervisor keeping in mind the following:

- 1) Developing the practicum plan is a collaborative project between the Student and On-site Supervisor.
- 2) The learning and professional development needs of the Student are to be reflected in the plan.
- 3) Both the On-site Supervisor and the Student must agree to the submitted practicum plan, as indicated by both of their signatures on the cover page. This plan is subject to approval by the Instructor or Practicum Program Coordinator.
- 4) The plan is due no later than the first week of the term and may be submitted to the Instructor or Practicum Program Coordinator as early as two months before the beginning of the term. The Instructor will review the plan and communicate approval or need for revisions within one week.

By design, there are few guidelines for developing individual practicum experiences-- this is to provide an experience that reflects the individual learning goals and professional needs of the Student as well as the program and activity needs of the practicum site. Students often start the practicum experience prior to the first week of classes and formal approval of the Instructor or Practicum Program Coordinator. In the highly unlikely situation where the plan is found insufficient, the Student will be responsible for working with the On-site Supervisor and for making any adjustments as identified by the Instructor. The Student and the On-site Supervisor should each retain a copy of the practicum plan and any revisions. A third copy should be sent to the Instructor for final approval.

The practicum plan, in APA format, should include the following sections:

- 1) Cover Sheet
 - a) Student name
 - b) Practicum site (office and institution)
 - c) On-site Supervisor name, title, and e-mail address
 - d) Signature lines and signatures of the Student, On-site Supervisor, and Instructor
- 2) General Description of Practicum
 - a) Introductory statement
 - b) Description of how this experience fits into the Student's degree program and career plan (e.g., exploring a new area, experiencing a new type of institution, learning or refining specific skills)
 - c) Description of purpose and list of learning objectives for the practicum
- 3) Specific Activities and Learning Experiences
 - a) On-going activities (e.g., meetings, sessions, regularly-scheduled tasks)
 - i) Describe each planned on-going activity
 - ii) Describe how each activity relates to the objectives of the practicum
 - iii) Describe for each activity what skills or knowledge will be required, what skills or knowledge are currently held by the Student, and what skills or knowledge will need to be developed and how

- b) Special projects (e.g., programs, assessments, initiatives, publications)
 - i) List and describe each special project planned. These are typically projects or programs that are more long term than the on-going tasks listed above but still can be completed by the end of the practicum.
 - ii) For each, list and describe anticipated tasks.
 - iii) Describe how each project relates to the purpose and objectives of the practicum.
 - iv) Describe what skills or knowledge will be required, what skills or knowledge are currently held by the student, and what skills or knowledge will need to be developed and how for each activity
- c) Assessment and Record-keeping
 - i) Describe how the activities and projects, as well as the performance of the Student, will be assessed
 - ii) Describe what projects, papers, materials, and the like that will be completed or in progress at the time of the Student's departure
- 4) Schedule
 - a) Provide a weekly schedule of hours at the practicum site, totaling at least 150
 - b) Include the dates of any major events or deadlines.

Evaluation and Documentation

The Student and On-site Supervisor should plan to meet weekly for progress updates and formative evaluation. It is imperative that On-site Supervisors provide timely, specific, and substantive constructive feedback throughout the practicum and are encouraged to share with students the processes of professional performance evaluation.

On-site Supervisor: Two official written **evaluations** of the Student's performance by the On-site Supervisor will be completed, one at the mid-term and one at the conclusion of the practicum. The forms include both quantitative and qualitative evaluations of the Student's performance. Completed evaluation forms should be shared with the Student before submission to the Instructor by the indicated deadline.

Instructor: Progress also will be assessed during the Instructor's **site visit**, to be arranged by the Student, to occur sometime in the mid to latter half of the term or practicum. The Instructor will meet with the Student and On-site Supervisor.

Student: Documentation of successful completion of the practicum must be submitted by the Student in the form of a journal and a summary paper. The **journal** should be an on-going record of daily or weekly tasks, accomplishments, questions, feelings, challenges, revelations, reactions, or modifications of the plan. *Students are strongly encouraged to maintain the journal daily or weekly and not expect to complete it at the end of the term!*

The **summary paper** is the culminating assignment of the course. It should include, in APA format, the following sections:

- 1) Introduction
- 2) Restatement of practicum purpose and learning objectives (from the plan)
- 3) Discussion of how the actual practicum experience met or did not meet objectives
- 4) Self-assessment of initial and final professional skills, abilities, and interests
- 5) Connections between the practicum experience and past/present/future course work
- 6) Final reflections on the practicum and plans for the future

Students also are expected to submit a completed **practicum evaluation** form, in which they provide information about the practicum and the practicum site for the use of the Practicum Program and future students.

Expectations of the Practicum Student

The Student is responsible for completing the following activities and assignments:

- 1) Submit a completed **practicum application and practicum plan** to the Practicum Program Coordinator following the one class meeting during the first week of the term.
- 2) Attend the **class meeting** during the first week of the term. This session is held during the FIRST week of fall, spring, and summer terms, generally on a Friday, but check the official course schedule to verify day, time, and location.
- 3) Maintain a practicum **journal**.
- 4) Ensure that the On-site Supervisor has a **mid-term evaluation** form and has submitted it to the Instructor by the due date (for fall and spring, the Wednesday of the seventh week of classes.)
- 5) Coordinate the scheduling of the **site visit** of the Instructor.
- 6) Ensure that the On-site Supervisor has a **final evaluation** form and has submitted it to the Instructor by the due date (for fall and spring, the Friday prior to finals week, and Thursday of week eight during Summer II.)
- 7) Submit the practicum **journal, summary paper**, and completed **practicum evaluation** form to the Instructor by the Friday prior to finals week during fall and spring terms (Thursday of week eight during Summer II).

The Student also is expected to do the following:

- 1) ***Inform the On-site Supervisor of all deadlines and provide him or her with a copy of this manual and all necessary forms*** (available on the program website, <http://www.ehhs.kent.edu/hied>).
- 2) Communicate concerns or significant difficulties with the practicum to the On-site Supervisor, the Instructor, or both as soon as possible.
- 3) Maintain professional behavior at all times. Also, Students are subject to the student conduct policies of KSU.

Expectations of the On-site Supervisor

The On-site Supervisor is a teacher and guide for the practicum learning experience. As such, he or she should:

- 1) Have sufficient professional experience, time availability, office resources, and willingness to provide a Student with the necessary supervision;
- 2) Make the site selection interview as rigorous as an employment interview, thereby giving the Student the chance to practice interviewing skills;
- 3) Hold a meeting with the Student to discuss and document expectations at least one week prior to the beginning of the practicum experience;
- 4) Orient the Student to relevant professional and institutional norms, ethical standards, and policies;
- 5) Provide an appropriate and timely formative and summative evaluation of performance;
- 6) Be a role model of professional behavior; and
- 7) Contact the Instructor or Practicum Program Coordinator if there are questions or concerns as to the appropriateness of the practicum experience or if the performance of the Student falls below "satisfactory" levels.

Additionally, the On-site Supervisor is responsible for the following tasks and activities:

- 1) Work with the student to complete the **practicum application** form, including signatures;
- 2) Collaboratively design a practicum experience, assist the Student in crafting a **practicum plan**, and sign the cover page indicating approval;
- 3) Conduct two student evaluations—mid-term and final. Please meet with the student to discuss the evaluations. The written evaluations should assess the level of performance of the Student.
 - a) The **mid-term evaluation** form is due to the Instructor by 5:00 p.m. on the Wednesday of the seventh week of classes (Thursday of the fourth week of classes during Summer II). A specific date will be established by the Instructor each term and communicated to the Student. The mid-term evaluation should address the elements identified in the practicum plan as well as general professional behavior and skills. After the mid-term evaluation is submitted, the Student will coordinate logistics for participation in a site visit from the Instructor.
 - b) The **Final evaluation** form is due to the Instructor by 5:00 p.m. of the Friday prior to finals week (Thursday of the last week of Summer II). It is the responsibility of the Student to notify the On-site Supervisor of the specific due dates for that particular term.
 - c) We also request that you complete an evaluation of the Practicum Program for our records (form available from the Student or online)
- 4) Schedule regular weekly meetings (especially early in the term) to ensure continuous feedback and review of the Practicum Plan.
- 5) Identify an appropriate work area and resources to be used as the Student's office during the scheduled blocks of work time each week.

As Students create a practicum plan, they should consider including opportunities to participate in the following:

- 1) Staff and interdepartmental meetings;
- 2) Planning meetings (e.g., staff development, program development, budget development and management);
- 3) Publication preparation or review (e.g., reports, manuals, bulletins, newsletters, handbooks, brochures, web sites);

- 4) Institutional research (e.g., projects in which assessment data are obtained and program reports and recommendations are made);
- 5) Policy development and implementation;
- 6) Interviews and conferences (i.e., areas directly related to the practicum site);
- 7) Special projects or programs of appropriate levels of responsibility; and
- 8) Foundational administrative activities (e.g., routine office procedures of professionals including records maintenance, software use, periodical reading, routine reports).

Please Note: Any barrier to the successful completion of the Practicum Plan that cannot be resolved by the On-site Supervisor and the Student should be brought to the attention of the Instructor.

On-site Supervisor Guidelines for Evaluation of the Practicum Student

Evaluation is an essential component of the Higher Education Administration and Student Personnel Practicum. When completing the separate mid-term and final evaluation forms consider the following elements:

- 1) Assess the quality of performance of the Student.
 - a) Has the Student's overall professional performance met with your expectations?
 - b) Has the Student completed assignments/projects?
 - c) Has the Student developed professional relationships with other staff members?
 - d) Has the Student demonstrated the professional behaviors necessary for the required assignments (e.g., keeping time commitments)?
- 2) Provide feedback to the Student on his or her professional competencies.
 - a) What are the observed professional strengths of the Student?
 - b) What professional skills need further development?
- 3) Evaluate the professional experiences that the practicum provided the Student and the activities in which he or she participated.
 - a) What impact did the practicum activities have on the goals and direction of the department/office?
 - b) What professional skills has the practicum provided for the Student?
 - c) What interaction with other professionals has the practicum experience required?

Please share your assessments and feedback with the Student and provide him or her with opportunities for self-reflection. When completing written evaluations, provide the Student an opportunity to view your comments and numerical evaluation and ask questions about them. Finally, submit written evaluations to the Instructor by the deadline dates (e.g., e-mail, mail, FAX, or student delivery of a sealed envelope).

Finally, as an On-site Supervisor, you might consider requesting feedback or evaluation from the Student. He or she will complete an evaluation of the practicum for the Practicum Program, so you may request a copy from the student or design your own feedback instrument.

Grading

All materials must be submitted on time in the proper form. The Instructor will determine the final grade of S (satisfactory) or U (unsatisfactory) in consultation with the On-site Supervisor using the following criteria:

- 1) **Evaluations** by the On-site Supervisor, including the site visit;
- 2) Attendance at the *required class meeting* (one meeting per term);
- 3) Submission of the **practicum application**;
- 4) Quality of the **practicum plan**;
- 5) Evidence of sufficient (quality and quantity) documentation in the **practicum journal**;
- 6) Quality of the **summary paper**;
- 7) Submission of the **practicum evaluation**; and
- 8) Timeliness and professionalism of completing all requirements for the practicum.

Because of the short turnaround between the due date for final materials and the grade submission deadlines, late materials may jeopardize the ability of the Instructor to submit a final grade, so please observe due dates. Grades of Incomplete will be considered only in special circumstances and with the prior approval of the Instructor or the Practicum Program Coordinator. Submitted materials will be returned to the Student only upon request.

Case Studies

In the final semester of the HIED program, students enroll in the capstone requirement, Case Studies in Higher Education (HIED 66655). A component of this course is to compile a graduate portfolio--a retrospective of one's experience in the program and thoughts regarding one's job search and future professional development. More specifically, one aspect of the portfolio is to prepare a course work summary. In order to best prepare, students are advised to retain copies of syllabi and course materials such as papers or projects.

Important Dates to Remember

_____	Term begins and Application DUE
_____	Practicum Plan DUE
_____	Practicum Meeting
_____	Mid-Term Evaluation DUE
_____	Site Visit, as scheduled
_____	ALL FINAL PAPERWORK DUE

Practicum Application
KSU Higher Education Administration and Student Personnel

Date _____

Student name _____ SS# _____

Address _____

Home phone # _____ Work Phone # _____

E-mail(s) _____

In which term are you planning to do the practicum? _____

Practicum site (institution and office): _____

On-site Supervisor _____

Title _____

Mailing address _____

E-mail _____ Phone # _____

I agree to supervise the above named student in this practicum according to the conditions identified in the practicum manual.

On-site Supervisor signature _____ Date _____

I agree to perform the agreed upon practicum in the above named office according to the conditions identified in the practicum manual.

Student signature _____ Date _____

Please submit to the Practicum Coordinator at the close of the class meeting held during the first week of classes.

Mid-term Practicum Evaluation Form KSU Higher Education Administration and Student Personnel

Date _____

Practicum Student _____

On-site Supervisor _____

Please circle the response that most accurately corresponds with the above named Graduate Practicum Student's rate of progress toward the goals of his or her Practicum Plan.

Poor		Satisfactory		Outstanding
1	2	3	4	5

Comments (please print or attach a separate typed sheet and base comments on criteria listed on page 10 of the Practicum Manual):

On-site Supervisor's signature

Date

Title

Address

Mid-term Evaluations are due by 5:00 p.m. on Wednesday of the seventh week of classes for fall and spring terms, and by 5:00 p.m. on Thursday of the fourth week of summer II. The date for this semester is _____.

Please return to the Instructor. His or her name, address, phone number, and/or email will be provided by the Student.

Final Practicum Evaluation Form KSU Higher Education Administration and Student Personnel

Date _____

Practicum Student _____

On-site Supervisor _____

Please rate the overall performance of the graduate practicum student in this practicum experience.

Poor		Satisfactory		Outstanding
1	2	3	4	5

Comments (please print or attach separate typed sheet and base comments on criteria listed on page 10 of the Practicum Manual):

On-site Supervisor's signature _____

Date _____

Title _____

Address _____

Final evaluations are due by 5:00 p.m. of the Friday of the last day of classes, prior to finals week during fall and spring terms, and Thursday of week eight during summer II. The date for this semester is: _____.

Please return to the Instructor. His or her name, address, phone number, and/or email will be provided by the Student.

On-site Supervisor's Evaluation of Practicum KSU Higher Education Administration and Student Personnel

Please complete the following questions so that the practicum program can monitor its effectiveness.

(1) What aspects of the practicum program would you change? How? Why?

(2) How can the Practicum Program Coordinator better administer the practicum program?

(3) Would you be willing to be an On-site Supervisor again? Yes____ No____

(4) Other comments?

On-site Supervisor's signature

Date

Title

Address

Please return to the Instructor. His or her name, address, phone number, and/or email will be provided by the Student.

**Student Evaluation of Practicum
KSU Higher Education Administration and Student Personnel**

Student's Name _____

Office & Institution of Practicum _____

On-site Supervisor _____

How did the experience help or hinder the development of professional skills and competencies?

Did the practicum require more time than was allowed? Why?

What should be recommended to a graduate student thinking of a practicum at the same site?

What suggestions do you have for the On-site Supervisor?

What suggestions do you have for making the practicum experience a more rewarding learning experience?

Please return to the Instructor.