

PRACTICUM APPLICATION

Name _____ Date _____

Address _____ Student ID _____

_____ Phone # _____

Current Cumulative GPA _____ Semester of Practicum _____

A. Please provide a statement describing any personal situations that may affect practicum placement.

B. List in order of preference two organizations at which you would like to Intern. Be prepared to explain why these organizations interest you. Address items such as (type of program, experience of supervisor (been in position more than one year, has supervised other recreation interns). Please request a copy of the supervisor's resume and submit with this form.

1) Agency _____ 2) Agency _____

Agency Supervisor _____ Agency Supervisor _____

Address _____ Address _____

Phone _____ Phone _____

C. Resume: Make copies of your resume. Attach one with this application; other copies should be used for you agency interviews.

 D. (This section to be completed by your University Supervisor after reviewing your eligibility for the Practicum Program)

Required

Acceptable

Deficient

Required Course Work Completed		
GPA: Cumulative 2.0 or higher		
Resume		

Signed _____
 (University Supervisor)

Date _____

PRACTICUM ASSIGNMENT FORM

Section I – Completed by Student

Name _____ Starting Date: _____
 Home Address _____ Ending Date: _____

 Home Phone: _____ Cell Phone: _____
 Email: _____@topper.wku.edu WKU ID #: _____
 Agency: _____ Agency Supervisor: _____
 Agency Address: _____

 Agency Phone: _____ Supervisor Phone: _____

Section II – Completed by University Supervisor

<u>Form or Item</u>	<u>Date</u>
Practicum Assignment Form	_____
Practicum Student/Agency Contract	_____
Practicum Student/University Contract	_____
Practicum Plan	_____
Midterm Evaluation	_____
On-site visit or call	_____
Final Evaluation	_____
Student's Practicum Evaluation	_____
Final Practicum Meeting	_____
Weekly Reports	1 2 3 4 5 6 7 8 9 10
Report Dates	_____
Hours(Cum)	_____

PRACTICUM STUDENT/AGENCY/UNIVERSITY SUPERVISOR CONTRACT

Make three copies of this form upon completion. Give a copy of the completed contract to your Agency Supervisor and your University Supervisor. Maintain a copy for your records.

The following contractual items between _____ and _____
(Practicum Student)
_____ representing _____, and _____
(Agency Supervisor) (Agency)
_____ of the WKU Recreation Administration program, discussed and
(University Supervisor)
agreed upon on _____, _____, constitutes a binding contract for the Practicum
(Month/day) (year)
during the _____ semester to fulfill 3.0 credit hours and 150 professional service hours.

I. Agency Supervisor responsibilities:

- A. Sign off on Bi-Weekly Reports
- B. Complete the "Student Midterm Performance Appraisal"
- C. Complete the "Student Final Performance Appraisal" (1 week prior to Practicum's end)
- D. Help formulate idea for Practicum Project (and grade the project when completed)
- E. Meet with the University Supervisor as needed.

II. Agency responsibilities to Practicum Student:

- A. The personal growth and development of Practicum Student is the primary consideration.
- B. Expose the student to as many administrative areas of the Agency as possible.
- C. Allow attendance at staff and board meetings when appropriate.
- D. Classified as a "Practicum Student."
- E. Has status of professional staff member.

III. Requirements of the Practicum Student:

- A. Strive to become familiar with the total operation of the Agency through discussion, observation, and evaluation.
- B. Represent Western Kentucky University and the Agency in a professional manner at all times.
- C. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Practicum Handbook.

IV. University Supervisor responsibilities to Practicum Student:

- A. Supervise arrangements for and give final approval of the Practicum assignment.
- A. Maintain open communication with the Practicum Student and Agency Supervisor on all matters pertaining to the Practicum.
- B. Make contact as needed to monitor student's progress.
- C. Carefully evaluate all practicum documentation and determine the final grade for the Practicum Student.

The Practicum requirements of Western Kentucky University will be adhered to – and in such cases in which disagreement arise in regards to principles, practices, and philosophies of the Agency – a satisfactory solution will be determined in consultation with the University Supervisor, the Practicum Student, and the Agency Supervisor. Realizing this is a contractual guide and not a binding legal document, we agree to work together towards its satisfactory completion for the mutual benefit of all concerned.

_____	_____
Date	Practicum Student
_____	_____
Date	Agency Supervisor
_____	_____
Date	University Supervisor

PRACTICUM GOALS AND PLAN

Student Name: _____

List the goals approved by the Agency Supervisor to be achieved during the Practicum experience. (minimum of 3)

- 1.
- 2.
- 3.
- 4.
- 5.

Please write an overview of the student's 150 hour practicum plan. The number of weeks will vary based on the availability of the student and the needs of the agency. (Minimum 4 weeks up to a maximum of 12 weeks)

Week 1:

Week 2:

Week 3:

Week 4:

Week 5:

Week 6:

Week 7:

Week 8:

Week 9:

Week 10:

Week 11:

Week 12:

Approved by _____

Agency Supervisor