

## LEARNING CONTRACT

**Student is responsible for submitting the completed form to the practicum coordinator two weeks before the start of the term. Late submissions will compromise your course grade.**

- All forms are to be submitted electronically to the practicum coordinator/advisor.
- No practicum hours may be accumulated until a signed, approved copy of this form is on file.

*If you have any additional questions please contact the practicum coordinator, see contact information above.*

<input type="checkbox"/> Practicum I	Term & Year _____	<b>Program/Department</b>
<input type="checkbox"/> Practicum II	Term & Year _____	<input type="checkbox"/> DCRS (MS or Ph.D)
<input type="checkbox"/> Teaching & Training	Term & Year _____	<input type="checkbox"/> MACS/DCRS
		<input type="checkbox"/> CSA/DMS
		<input type="checkbox"/> NSA/DMS

*Please print or type.*

**Date Submitted to Practicum Coordinator:** \_\_\_\_\_

Student Name: \_\_\_\_\_ N# \_\_\_\_\_

Date: \_\_\_\_\_ NSU E-mail: \_\_\_\_\_

Address: \_\_\_\_\_

Work Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

Mobile: \_\_\_\_\_

Practicum Professor: \_\_\_\_\_

**Practicum Site:** \_\_\_\_\_

Site Supervisor: \_\_\_\_\_ Title \_\_\_\_\_

Email: \_\_\_\_\_

Telephone: \_\_\_\_\_ Fax: \_\_\_\_\_

*For office use only: Received* \_\_\_\_\_

Please print or type responses below.

**1. INTRODUCTION**

Briefly describe your career and educational goals. This section should be clear and concise, one paragraph in length.

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**2. PRACTICUM DESCRIPTION**

Identify and describe your practicum site. Describe the function and purposes of the organization/agency and what work you anticipate completing at the site. How does the site assist you in meeting your goals and how will you meet the goals of the organization/agency?

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**3. CAREER DEVELOPMENT GOALS**

Career Development goals are those which you have determined to accomplish during practicum. These goals are linked to your career goals and objectives, and should have been paramount when you began exploring practicum sites. Example: *I desire to become more proficient at mediation.*

Choose three (3) career development goals and list and explain how your site will enable you to attain each goal. These goals should relate primarily to what you want to achieve from your experiential learning experience.

Career Development Goal 1:

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Career Development Goal 2:

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Career Development Goal 3:

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**4. INTEGRATED LEARNING**

How do you plan to integrate substantive, theoretical knowledge into the practicum setting?

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**5. LEARNING PROJECTS**

Describe two (2) specific learning projects you plan to complete while at your practicum site. These projects should incorporate both your career development goals with goals that are unique to the chosen practicum site. These goals should be developed in collaboration with your site supervisor during your interview. In one paragraph, describe the project and how it will assist you in achieving both goals. Also include a projected timeline for project completion. **Example:** *If your career development goal is to become more adept at mediation, and your site specific learning goal is to observe mediations and eventually co-mediate, how will this take place?*

Learning Project 1:

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Learning Project 2:

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**6. LEARNING OUTCOMES/EVALUATION**

Describe the final result, or *demonstrable learning*, that you plan to turn in for final evaluation. The learning outcomes, or methods of evaluation, should be described in one to two sentences maximum for each Learning Project above. *A helpful question to ask yourself (for each) may be: How will I, or my professor understand that I have achieved my learning project goal?*

Learning Outcome for Project 1:

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Learning Outcome for Project 2:

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**LEARNING CONTRACT APPROVAL**

**Student Name:** \_\_\_\_\_

**Student Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Practicum Site Supervisor Name:** \_\_\_\_\_

**Practicum Site Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_