



PRACTICUM HANDBOOK

Graduate School of Humanities & Social Sciences
Department of Multidisciplinary Studies
College Student Affairs

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INTRODUCTION

NSU Mission Statement

“Nova Southeastern University is a dynamic, not-for-profit independent institution dedicated to providing high quality educational programs of distinction from preschool through the professional and doctoral levels, as well as service to the community. Nova Southeastern University prepares students for lifelong learning and leadership roles in business and the professions. It offers academic programs at times convenient to students, employing innovative delivery systems and rich learning resources on campus and at distant sites. The University fosters inquiry, research, and creative professional activity, by uniting faculty and students in acquiring and applying knowledge in clinical, community, and professional settings.” Approved by the Board of Trustees, March 24, 1997.

Graduate School of Humanities Mission Statement

We at the Graduate School of Humanities and Social Sciences, apply a holistic, relational perspective to the challenges facing individuals, families, organizations, communities, and nations. With an interdisciplinary sensibility and a commitment to individual and social integrity, we seek collaborative, creative, and equitable means for resolving human problems. Our unique and talented students learn to become reflective scholars and ethical practitioners – professionals with a critical understanding of theory and method, as well as an appreciation of the diversity, responsibility, and privilege inherent in co-creating peaceful change.

Notice of Non-discrimination

Nova Southeastern University admits students of any race, color, sex, age, non disqualifying disability, religion or creed, or national or ethnic origin to all the rights, privileges, programs, and activities generally accorded or made available to students at the school, and does not discriminate in administration of its educational policies, admissions policies, scholarship and loan programs, and athletic and other school-administered programs. Nova Southeastern University is accredited by the Commission on Colleges of the Southern Association of Colleges and Schools (1866 Southern Lane, Decatur, Georgia 30033-4097; Telephone number 404-679-4501) to award bachelor's, master's, educational specialist, and doctoral degrees.

Introduction

Welcome to the practicum sequence for College Student Affairs (CSA)! Practicum is a student centered learning experience that is supervised by professionals at a variety of colleges and universities, as well as monitored by the practicum coordinator and guided by faculty teaching the practicum sequence. Practicum I and II are offered in an online format (for both residential and distant students) during the fall, winter and summer terms.

Each practicum site where you will undertake your various projects has agreed to accept student interns because they are interested in helping shape the next generation of professionals in college student affairs. Practicum sites also have an interest in gaining your expertise for their organization. This synergistic relationship is at the heart of making the most of your supervised field experience. Practicum sites do not receive compensation for their collaboration and often the only thing they receive from us is our collective appreciation. However, you play a role in producing satisfaction. Many people at these field sites enjoy knowing that they have made a difference in not only your professional development, but also that together you have accomplished something that helps their staff, students, and the community. The department genuinely appreciates this connection to the higher education community and works hard to maintain our cooperative and friendly relationship with them. The department continuously strives to build even more bridges like these where students can gain initial entry and valuable experience.

Practicum provides opportunities that you must be active in creating. It provides the chance to explore employment settings and obtain a realistic feel for your level of expertise in college student affairs. Practicum also offers you a preview of college student affairs environments. Practicum essentially allows you to explore the field in an individually focused, yet supervised manner. Take advantage of this opportunity to explore and to appreciate the new contacts you make. Experiences like these can help establish your personal and professional reputation within the CSA community. Contacts may assist you in seeking employment upon graduation. Remember that flexibility, as in any job search, is a key to employment and with the expansion of the field throughout the United States and around the world, your willingness to relocate, tremendously aids employment opportunities.

The following information will help you understand the practicum sequence process as well as your responsibilities. The practicum sequence is a *student driven and student centered activity and much of the responsibility for its success lies with the student.* You need to carefully read and understand all the requirements described in this handbook and complete activities on or before certain threshold dates. Please refer to this handbook as needed and please feel free to ask the practicum coordinator and practicum professor questions.

Note: The department reviews the practicum handbook to stay current with community needs and university policies. The department therefore reserves the right to make changes to the posted rules, policies, and procedures affecting its institutional relationship with students as deemed necessary by the administration and the department. Any such amendment, modification, addition, or deletion shall not be considered a violation of the relationship between the university, the department, and the student.

Purpose

The purpose of the practicum sequence is to provide a structured conduit between classroom-based learning and the application of knowledge to supervised field settings. As such, the practicum sequence is an integral and vital part of the curriculum where classroom abstraction meets the applied world. Practicum courses and associated field experiences create the means by which students learn to evaluate, analyze, and synthesize knowledge from substantive, theoretical, process, and practice courses. Students are encouraged to create opportunities that test ideas, examine the strengths or limitations of various theoretical frameworks, or systematically examine and experiment with forms of college student affairs and conflict resolution intervention. Students will learn how to apply concepts and skills to an organizational setting through various activities including the development of training or workshop experiences, designing and implementing programs, enhancing student experiences, identifying and completing demonstrable learning outcomes, and by applying theoretical models and perspectives to practice. Practicum therefore serves as a bridge between academic substance and theory and its practical application.

Career Development and Practicum

Prior to beginning the process of site selection, students are encouraged to attend and participate in the center's Career Development Program (CDP). The CDP is designed to assist students in the development of a career plan that considers individual student interests, talents, academic and professional experiences, and goals. By designing a career development plan, students can begin to identify gaps in experience, training, or academics that should be addressed in order to be prepared for the job desired. Planning enables students to see where practicum can best assist in providing the needed experience for career development. There should be congruency between career goals and the experiences that will likely be attained during practicum. Students are also encouraged to utilize the services of the university's Office of Career Development. That office can provide assistance with resume writing, interview techniques, and job searches.

PRACTICUM PROCEDURES

All students enrolling in practicum are required to submit a recent resume or curriculum vitae at the time the site selection is submitted. This serves three purposes: 1.) It compels students to think strategically in expressing site selection preferences and relating it to career development planning. 2.) Some sites require that interested students submit a resume before or at the same time learning contracts are developed. 3.) Some sites indicate that specific educational or professional requirements be met by any student applying to be placed at that site. The resume will better enable the practicum coordinator to ascertain if interested students have met those requirements.

Professional Liability

All registered practicum students engaged in mediation are provided professional liability insurance through the department. This policy provides protection while students participate in approved department mediation-related practicum activities; it does not provide coverage for any non-approved or non-department-related activities. This insurance covers activities related to the resolution of specific conflicts and, as such, is limited to mediation. All students are required to abide by the Florida Supreme Court Rules for Certified and Court Appointed Mediators, the policies and procedures of the Graduate School of Humanities and Social Sciences, and any other relevant codes of ethics. Students must also follow the rules and regulations of the site where the practicum is completed (see Student Conduct Section of the Student Handbook).

Practicum Requirements and Pre-requisite Course Work

Practicum I and II provide students with the opportunity to work in various settings for two (2) terms. Students are supervised on site as well as monitored by faculty who instruct the practicum courses.

There are two practicum courses in the master's program: CSPA 6130 and CSPA 6160.

In order to register for practicum students must be adhering to their degree plan and have taken at least 21 credits in the CSA program. Practicum enables students to integrate practical experience with the academic courses. As such, students may not register for practicum before they have taken sufficient courses such that they have been well grounded in the field.

A practicum site may have other requirements for students that could include, but may not be limited to, fingerprinting, criminal background check, urinalyses for drugs and alcohol, and proof of immunizations. In the event these requirements have related fees not covered by the site, students electing these sites are solely responsible for these costs. Students are encouraged to ask prospective sites about such requirements in advance and are advised that the results of such testing or background check may preclude them from participation in those sites. If students have a concern, they are encouraged to seek the guidance of the practicum coordinator or department chair.

Registration

Practicum I and II are offered on-line (for both residential and online students) in all three terms. Registration for practicum classes will take place during the regularly scheduled registration period. However, the site selection process must be completed during the term prior to the academic term you are to begin the practicum sequence. Therefore, you must successfully take part in the practicum site selection in a timely manner. The *Site Selection/Independent Site Selection form*, *Learning Contract* and an updated *Resume* must be turned in and approved prior to the accrual of any practicum hours. All paperwork must be turned in to the practicum coordinator two weeks before the end of the preceding term. Late submissions will compromise your grade. Practicum I is a pre-requisite for Practicum II.

Site Selection

The overall site selection process should begin the term prior to enrollment in Practicum I. There is a Practicum Resource and Networking Fair each year in the spring. Students will also be able to interact with current Practicum II students and benefit from their experiences, as well as see the practicum poster display at Residential Institute. The display depicts the experiences of our residential and distance practicum students and will give students many good ideas about the varied nature of the practicum experience. For residential students as well as those who are local but studying online, NSU provides a number of potential practicum opportunities. In addition our other local universities have graciously served as practicum sites. For those students selecting sites at NSU, the Site Selection form may be used. All other sites will require use of the Independent Site Selection form. Students can find the forms on the SHSS website under the Student Resources link or in the Appendix section of this handbook.

For those students located beyond the local area, NSU has other locations referred to as Student Education Centers, or SECs. Students residing near an SEC may pursue practicum opportunities through the SEC. Students may find college and university settings near their homes or places of employment. Students are also encouraged to seek the guidance of Dean Williams, and Dean Holliday.

Next, students should participate in career development workshops that will take place throughout the year. These workshops are designed to assist students in formulating or modifying their individual career development plans. Having a personal career development plan is vital and serves as a map for students in determining goals and objectives that may be realized during the practicum experience. It enables students to approach site selection with a sense of purpose, rather than randomly. Students may contact the Career Development office directly at career@nsu.nova.edu, 954-262-7201, 1-800-541-6682 x27201 or visit their website <http://www.nova.edu/career/>.

Practicum advising sessions are held each term, including during the Residential Institute. These sessions are held for the benefit of students who will be enrolled in practicum during the next term and students are expected to attend one of these sessions. These question and answer sessions will offer students an opportunity to gain a deeper understanding of the practicum process and a familiarity with the available sites.

Students are encouraged to contact the site supervisors to discuss the site and the activities offered. Students should ask questions to help determine the appropriateness of the site for them. Questions that are useful to ask sites in advance include whether you may do some of the work from home (i.e., preparing training materials, research, etc), what specific projects or activities students will be assigned, etc. CSA students have pursued practicum opportunities in various offices in colleges and universities including: Residence Life, Career Services, Athletics, Orientation, Greek Affairs, Recreation, and Student Disabilities.

Students will need to contact the site supervisor and have the supervisor approve the selection of that site. They will also schedule an appointment with the supervisor to develop the *Learning Contract*. A learning contract is an agreement that you enter into with your site supervisor and which coordinates your learning objectives with those of the respective departments' goals and the goals of the practicum site. This form is critically important to insure that everyone is clear on his or her role and expectations for the site placement. Students can find the *Learning Contract* form on the SHSS website under the Student Resources link or in the Appendix section of this handbook.

Site Selection and/or *Independent Site Proposal* forms along with *Learning Contracts* must be completed and submitted to the practicum coordinator for approval **two weeks before the end of the preceding term. Late submissions will compromise your grade.** In the event you wish to accrue practicum hours between terms, the learning contract and all related paperwork will have to be completed and submitted

prior to starting any practicum activities. Students must verify with the practicum coordinator that all paperwork has been received before proceeding to accrue hours.

(If student will remain in the same site as Practicum I for Practicum II, student must notify the practicum coordinator via email and no additional Site Selection form is necessary. The same deadline for forms applies to the email-it must be received two weeks before the end of the preceding term. Late submissions will compromise your grade).

***Note:** Some sites require a formal interview process and/or have agency prequalification requirements which must be met prior to commencement of your practicum. In addition, some sites require background checks, and/or drug screening prior to commencing your hours. This is your responsibility and, unless the site pays for these checks, will also be your financial responsibility. Therefore, it is important to contact your site supervisor in advance to have sufficient time to complete these requirements. A copy of the screening results must be submitted to the practicum coordinator along with the Learning Contract. Some sites may also require a formal contract between the university and the site. In that event, be advised that there may be a delay in approval of that contract as university legal counsel may become involved.*

Time Requirements

Students are required to complete a minimum of **130** hours at their practicum site(s) during Practicum I and II **combined**. That is, students must complete a total of 65 hours during Practicum I and 65 hours during Practicum II. The hours are to be accumulated monthly, usually at a minimum of 20 hours per month. The remaining 5 hours per term shall be completed throughout the term. Students may put in more than the required 130 hours. Students may not log practicum hours for travel time to and from the practicum site. In addition, students are registered for practicum class for faculty supervision and instruction

Many sites allow students to begin their practicum experience prior to the beginning of the term. Students may accumulate a maximum of 25 hours should they wish to begin their fieldwork experience during term break. Students may begin to accrue hours only after the term prior to their practicum course term has terminated. Students must have submitted all practicum forms and received approval from the practicum coordinator prior to commencing any practicum work.

The practicum experience must cover most of the term, regardless of the hours accumulated. That means hours are to be accumulated for approximately ten to eleven weeks of a twelve to thirteen week term. Students may not log any hours prior to submitting all practicum forms to the practicum coordinator.

Students are responsible for maintaining a *Log of Practicum Hours and Project Notes*. This log is to be signed by the site supervisor and submitted to the practicum coordinator at the **end of each term** (no later than one week after the last day of the term). The *Log of Hours and Project Notes* form can be found on the SHSS website under the student resources link or in the Appendix section of this handbook.

Training, Workshops and Conferences

Some practicum sites require various forms of training in order to qualify for placement. Other sites offer training and conferences as part of your practicum experience. Students are allowed to attribute a maximum of **40** hours of practicum experience for workshop training, conference training, and field research training. This is the total combined hours for both terms. Each of these types of training must be pre-approved by the practicum coordinator or practicum professor. Students must submit information regarding the proposed event prior to the event. This information may include the student's conference registration form, literature about the workshop/conference, a short proposal containing information about the event. All hours accrued outside of the practicum site must pertain to the student's career goals/field.

Failure to seek pre-approval may result in those hours not being granted. Please note that the aforementioned 40 hour limitation does not include activities where the student is the presenter or trainer.

Practicum Class, Required Reading and Grading

Practicum classes are offered online. Students should purchase any required textbooks or other materials that are listed in the syllabus for Practicum I and II. It is best to purchase books prior to the beginning of the first class meeting. All assignments should be submitted to the faculty member teaching practicum in the manner specified in the syllabus or by that faculty member.

In order to receive credit for practicum, all forms and documents must be submitted **on time** to the practicum coordinator and all assignments must be submitted **on time** to the faculty member teaching the practicum course for the given term. Forms include: Site Selection or Independent Site Proposal (each with resume or CV attached), Learning Contract, Log of Practicum Hours and Project Notes, Practicum Student Evaluation, and Practicum Site Evaluation. All of these forms can be found on the SHSS website under the student resources link or in the Appendix section of this handbook.

Incomplete Practicum Hours

Incomplete practicum hours and forms are treated the same as incomplete work in the course. In some instances, students may not complete the required hours and will need to extend their time line. In order to do this, students must discuss this option with the faculty member teaching practicum at least **two (2) weeks prior** to the end of the term. Students must get permission from the site to complete any missed hours beyond the term. It is up to the faculty member's discretion to grant permission to take an incomplete. Students are responsible for obtaining an *Incomplete* form, completing it, securing the faculty member's signature, and submitting the form to the department. In addition, the student must notify the practicum coordinator and a copy of the signed *Incomplete* form shall be submitted to the practicum coordinator. An incomplete grade must be resolved with a completed final grade before the end of the next term. For more information on grading, see your *Student Handbook*.

Practicum Student Evaluation

The on-site supervisor will evaluate each student's performance at the end of each term. The areas and rating scale on which students are evaluated are outlined on the *Practicum Student Evaluation* form found on the SHSS website under the Student Resources link or in the Appendix section of this handbook. Students have the responsibility to provide their supervisor with the evaluation form, inform the supervisor of the evaluation due date, and provide a stamped envelope addressed to the practicum coordinator. Alternately, the site supervisor may fax the form from the site along with a letterhead cover sheet directly to the practicum coordinator. The evaluation must be received by the practicum coordinator on the date specified for that term. All student evaluations must come directly from the site supervisors, not the practicum student. This evaluation is taken into account in the determination of student grades.

Practicum Site Evaluation

Students are required to submit a *Practicum Site Evaluation* form to the practicum coordinator at the end of each term. This evaluation is not taken into account in the determination of grades; however, it is utilized in the continuing assessment of the quality of the practicum site program. Additionally, these evaluations are helpful in guiding future student interns in their selection process. The evaluation must be submitted to the practicum coordinator on the date specified for that term.

Confidentiality and Anonymity

Students must agree to maintain the confidentiality of the practicum site and the anonymity of any and all parties. Discussions of site experiences should be strictly limited to the practicum classroom. Even in these discussions, students are hereby on notice that divulging the names or other personal information connected to the identity of clients shall be considered an ethical violation. Likewise, all identifying information regarding clients shall be removed from any log notes or assignments turned in to the

practicum coordinator or professor teaching the class. Also be aware that breach of this clause could result in disciplinary action up to and including expulsion from the program. In some cases, students will be required to sign an onsite confidentiality agreement as a condition of entry. Students may also be subject to the penalties for breach of confidentiality found within an agency's non-disclosure form.

Role of the Site

Colleges and universities that participate in the practicum sequence are selected because of the potential opportunities for student learning, unique program focus, close geographical locations, and direct application of CSA skills and knowledge. Every site must have staff members that are professionally able to appreciate CSA and knowledge.

1. The site will make available access to whatever facilities, staff, and services are necessary for sound learning and educational training. The site should provide the student with a variety of experiences which may include but are not limited to: attending staff meetings, opportunity to learn about the organization, direct problem solving practice training, workshops, CSA assessment, program design, or program intake and administration.
2. The site, in cooperation with the Department of Multidisciplinary Studies will provide an on-site supervisor who will be responsible for the activities and responsibilities of the practicum student and be the student's mentor. Site supervisors will assist in the development of the student's learning objectives and can also help the student obtain a sense of organizational culture, as well as monitor the log of hours for the student.
3. Sites will establish, with the student, safety protocol and will indicate to the student the person(s) in their facility in charge of, and responsible for, facility and personnel safety.

Role of the Site Supervisor

The site supervisor shall be a professional in college student affairs or a related academic field or discipline. Any exceptions to the above criteria must receive approval from the practicum coordinator prior to the first regularly scheduled practicum class. The site supervisor, in conjunction with the student, has a major responsibility for making the practicum a worthwhile learning experience. In general, the site supervisor is expected to meet the following requirements:

1. The site supervisor will be responsible for assigning agency and/or client related issues to the student. The site supervisor will provide regular administrative supervision of the work of the student. Clients shall be informed that the student is from the Nova Southeastern University graduate program in College Student Affairs.
2. The agency and/or site supervisor will provide the student with a comprehensive orientation to the placement site. Thereafter, the student will receive weekly supervision and review. The student shall, with the site supervisor, design a supervision plan that will best meet the needs of the student, the supervisor, and the site.
3. The site supervisor will evaluate each student the final week of the term using the *Practicum Student Evaluation* form. Supervisors will evaluate the student's achievements and need for improvements in the areas of substantive knowledge and practice skills, professionalism, as well as teamwork.
4. The site supervisor agrees to contact the practicum coordinator once they have met with the student and developed a learning contract. The site supervisor agrees to contact (email is acceptable) the practicum

coordinator once again during the term to advise as to how the practicum is proceeding. Finally, the site supervisor agrees to contact the practicum coordinator should any problems or concerns arise throughout the term(s).

Role of the Practicum Student

The practicum student is expected to perform duties in a professional manner. The practicum site is to be treated as if it were a place of employment. Professional relations can help create useful and lasting contacts. The student will be responsible for the following:

1. Student will observe all agency policies, structure, procedures, and requirements. Following the agency orientation and the apprenticeship procedures, the student will provide conflict resolution or multidisciplinary studies expertise in collaboration with agency professionals with the direction and supervision of the site supervisor. The specific details of the practice related activities are outlined in the student's individual learning contract.
2. Students are required to complete a *Site Selection* form or an *Independent Site Selection* form prior to the beginning of the term. Final deadline for submission of this form is **two weeks before the end of the preceding term. Late submissions will compromise your grade.**
3. Students are required to complete a *Learning Contract* must be submitted two weeks before the end of the preceding term. Late submissions will compromise your grade. A *Learning Contract* shall be completed by the student in consultation with the site supervisor and shall be subject to the department's approval. A completed learning contract including supervisor's signature shall be submitted to the practicum coordinator prior to any hours being accrued and **two weeks before the end of the preceding term. Late submissions will compromise your grade.** In the event a student has more than one site, a learning contract must be completed for each site and approved by the practicum coordinator. Any renegotiated learning contract must be approved by the practicum coordinator. The practicum coordinator shall be given a copy of any updated learning contract. If the student will remain in the same site for practicum II, they do not have to submit new paperwork at the beginning of the term. However, students are obligated to advise the practicum coordinator and the department chair in writing (may be via email) of this decision.
4. Student is responsible to the site supervisor for the agreed upon hours of agency related activities and obligations during the practicum placement, in addition to class hours, assignments, and responsibilities on campus. In the event that agreed hours cannot be kept due to illness or an emergency, it is the responsibility of the student to provide the site supervisor with a courtesy call informing them of the absence.
5. Student is responsible for all parking and travel costs incurred. Some sites may provide meals and other benefits at their own discretion. This program does not require nor request that any site provide meals or other benefits.
6. Student agrees to keep the confidentiality of the practicum site. (See section on confidentiality.)
7. Student will keep complete records of the work that has been assigned by the site supervisor for review by the faculty member teaching the practicum during the given term. At minimum, the records of the student will include a weekly log form and project notes of activities. Students are required to submit a *Log of Hours and Project notes* at the end of the term in order to receive a final grade. Students must submit the log of hours and project notes form on the date specified for that term.

8. Student will evaluate the placement setting during the final week of the term. The student must submit the *Practicum Site Evaluation* form at the end of the term in order to receive a final grade. Students must submit the practicum site evaluation form on the date specified for that term.
9. If a student experiences any difficulty while at the practicum site, it should be reported immediately to the practicum coordinator. Such problems may include lack of supervision, inadequate supervision, impaired staff relationships, and inappropriate or inadequate assignments. Under no circumstances is the student to break the learning contract without first having discussed the situation with the practicum coordinator and the department chair.

Role of the Practicum Coordinator

The practicum coordinator serves as a liaison between Nova Southeastern University and practicum agencies. The coordinator is mainly responsible for maintaining relationships with each agency and intervening in instances where help is needed. Practicum is a **student driven experience** where the practicum coordinator and other faculty can provide guidance.

The practicum coordinator primarily:

1. Develops relationships with practicum agencies and potential sites.
2. Manages all necessary paperwork in order to solidify eligibility of agencies to place practicum students. Once the required contracts have been completed and distributed to appropriate parties, the practicum experience can begin.
3. Consults with students, agencies, and involved faculty if concerns and challenges arise.
4. Stays in contact with agency site supervisors.
5. Works with site supervisors when it becomes necessary to discontinue placement at a site.
6. Determines the appropriateness of new sites and assists students in the development of independent and distance sites.
7. Makes site placement assignments and assists students with site selection and placement.
8. Drafts all policies and procedures for all practicum experiences for students.

The practicum coordinator may be reached telephonically at 954-262-3075, toll free at 1-800-541-6682 extension 3075, or by fax at 954-262-3968.

Role of the Faculty Member Teaching Practicum

The faculty member teaching practicum:

1. Helps the student integrate theoretical constructs with practical experiences.
2. Supervises the student's performance through various class assignments.
3. Helps each student evaluate his or her experiences, recognize areas of growth, and identify areas for further development.
4. Monitors the completion of objectives in the learning contract.
5. Assigns a final grade for the practicum experience. The faculty member can refer to the site supervisor's student evaluation in this function. If the faculty member teaching practicum believes it would be helpful to obtain additional information from the site, the practicum coordinator shall be contacted. The coordinator is the liaison between the site and the department. The faculty member teaching practicum may also consult with the practicum coordinator regarding other aspects of grade assignment.
6. Consults and is guided by the practicum coordinator regarding any matter involving practicum policy, protocol, and student placement. It is the responsibility of the practicum coordinator to determine if the site placement must be changed and if so, to make the determination of a new site. Significant changes in the learning contract must be approved by the practicum coordinator.

Important Dates and Events

- Practicum Fair Students are invited to the Internship/Practicum Resource Fair in the spring. This event is currently held jointly with the Department of Family Therapy and the Department of Conflict Analysis and Resolution.
- Career development workshops designed to assist students in creating their individual career development plans will be offered prior to the fair.
- Practicum Advising Sessions are offered each term and during Residential Institute.
- See Practicum Checklist in Appendix below for information on form submission deadlines.

Resources/Contact Information:**Practicum Forms**

Please refer to the SHSS website [.www.shss.nova.edu](http://www.shss.nova.edu) (click on the Student Resources link, Program Specific Forms, scroll to Practicum forms at end of page.) All forms must be submitted to the DCAR/DMS Practicum Coordinator as a PDF file or faxed to 954-262-3968.

NSU Career Development Office

Email: career@nsu.nova.edu

Tel. 954-262-7201, 1-800-541-6682 or visit their website <http://www.nova.edu/career/>.

Practicum Coordinator,

Department of Conflict Analysis and Resolution and Department of Multidisciplinary Studies

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PRACTICUM CHECKLIST

This checklist should assist students in noting the forms that should be submitted directly to the practicum coordinator when enrolled in Practicum.

Practicum I

(Submission Deadline: Two weeks before the end of the preceding term. Late submissions will compromise your course grade.)

- Site Selection or Independent Site Proposal**
- Learning Contract**
- Resume/CV**

(Submission Deadline: No later than 1 week from end date of the term.)

- Log of Hours and Project Notes**
- Student Evaluation**
- Site Evaluation**

Practicum II

(Submission Deadline: Two weeks before the end of the preceding term. Late submissions will compromise your course grade.)

- Site Selection or Independent Site Proposal** (If student will remain in the same site as Practicum I, student must notify the practicum coordinator via email and no additional Site Selection form is necessary. The same deadline for forms applies to the email-it must be received two weeks before the end of the preceding term. Late submissions will compromise your course grade.)
- Learning Contract** (If student will remain in the same site as Practicum I and the same goals apply, no additional Learning Contract form is necessary)
- Resume/CV** (If on file for Practicum I, no additional resume is necessary.)

(Submission Deadline: No later than 1 week from end date of the term.)

- Log of Hours and Project Notes**
- Student Evaluation**
- Site Evaluation**



NOVA SOUTHEASTERN UNIVERSITY

Graduate School of Humanities & Social Sciences

3301 College Avenue, Fort Lauderdale, FL 33314-7796

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SITE SELECTION FORM

This form should be used if you are:

- A student who seeks placement in one of the departments' active sites from the Practicum Agency List.

This form should NOT be used if:

- If you are proposing an independent site not in the Practicum Agency List. Please refer to the Independent Site Selection form.
- If you are a teaching and training practicum student. Please refer to the Teaching and Training Site Selection form.

Teaching and Training/Teaching Assistant Sites are approved for Ph.D students only.

Student is responsible for submitting the completed form including site supervisor's signature to the practicum coordinator two weeks before the term starts. Late submissions will compromise your course grade.

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

Practicum I

Term & Year _____

Program/Department

Practicum II

Term & Year _____

DCAR (MS or Ph.D) *(Teaching and Training/Teaching Assistant Sites are approved for Ph.D students only.)*

MACS/DMS

CSA/DMS

Please print or type.

Date Submitted to Practicum Coordinator: _____

Student Name: _____ N# _____ NSU E-mail: _____

Address: _____

Work Phone: _____ Home Phone: _____ Mobile: _____

Practicum Professor: _____

Practicum Site: _____

Name of Site Supervisor: _____ Title _____

Telephone: _____ Fax: _____ Email: _____

Site Address: _____ Website: _____

1. Has the site indicated they will accept you as a practicum student? _____
2. Date the agency indicated they accept becoming your practicum site? _____
3. Attach a copy of an updated resume/CV.

For office use only: Received _____



NOVA SOUTHEASTERN UNIVERSITY

Graduate School of Humanities & Social Sciences

3301 College Avenue, Fort Lauderdale, FL 33314-7796

Tel. 954.262.3075 • 1-800-541-6682 Ext. 3075 • Fax: 954.262.3968

INDEPENDENT SITE SELECTION FORM

This form should be used if you are:

- Proposing an independent site not in the Practicum Agency List.
- A distant or residential student.
- A student who would like to pursue practicum at an international site.

This form should NOT be used if you are:

- A teaching and training practicum student. Please refer to the Teaching and Training Independent Site Selection form.

Teaching and Training/Teaching Assistant Sites are approved for Ph.D students only.

Student is responsible for submitting the completed form including site supervisor's signature to the practicum coordinator two weeks before the term starts. Late submissions will compromise your course grade.

Student should submit an updated resume/CV attached to this form.

Student should submit brochure(s) and/or literature materials with information about the proposed site.

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

Practicum I

Term & Year _____

Program/Department

Practicum II

Term & Year _____

DCAR (MS or Ph.D) *(Teaching and Training/Teaching Assistant Sites are approved for Ph.D students only.)*

MACS/DMS

CSA/DMS

Please print or type.

Date Submitted to Practicum Coordinator: _____

Student Name: _____ N# _____ NSU E-mail: _____

Address: _____

Work Phone: _____ Home Phone: _____ Mobile: _____

Practicum Professor: _____

Practicum Site: _____

Name of Site Supervisor: _____ Title _____

Telephone: _____ Fax: _____ Email: _____

Site Address: _____ Website: _____

Has the site indicated they will accept you as a practicum student? _____

Date the agency indicated they accept becoming your practicum site? _____

On a separate sheet briefly answer the following:

1. What is the mission of the proposed organization?
2. What will your role be in this organization and what activities do you propose to work on?
3. How will this site relate to your career development plan and goals?
4. What skills do you hope to learn or enhance?

For office use only: Received _____



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LEARNING CONTRACT

- Student is responsible for submitting the completed form including site supervisor's signature to the practicum coordinator two weeks before the term starts. Late submissions will compromise your course grade.
- No practicum hours may be accumulated until a signed, approved copy of this form is on file.

Practicum I Term & Year _____
 Practicum II Term & Year _____
 Teaching & Training Term & Year _____

Program/Department

DCAR (MS or Ph.D)
 MAC/DMS
 CSA/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.

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?

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:

Career Development Goal 2:

Career Development Goal 3:

4. INTEGRATED LEARNING

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

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:

Learning Project 2:

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:

Learning Outcome for Project 2:

LEARNING CONTRACT APPROVAL

Student Name: _____

Student Signature: _____ Date: _____

Practicum Site Supervisor Name: _____

Practicum Site Supervisor Signature: _____ Date: _____



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LOG OF PRACTICUM HOURS & PROJECT NOTES

- Students are responsible for maintaining a Log of Practicum Hours and Project Notes.
- Practicum hours are totalled on this form and are due **by deadline: no later than 1 week from the last day of the term.**
- Practicum Site Supervisor(s) must sign the log(s) where indicated below.
- Students with a single practicum site: Are responsible for acquiring the practicum site supervisor's signature.
- Students with multiple practicum sites: Are responsible for acquiring signatures from each practicum site supervisor. The Total Practicum Hours line indicates the total practicum hours acquired from all practicum sites. Page two of this form (*Site Information Sheet*) should be submitted for each practicum site.
- Student is responsible for submitting the completed **original** log(s) with signatures to the practicum coordinator **no later than 1 week from the last day of the term. Late submissions may compromise your grade.**

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

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

Please print or type.

Date submitted to Practicum Coordinator: _____

Student Name: _____ N# _____

NSU E-mail: _____ Address: _____

Work Phone: _____ Home Phone: _____ Mobile: _____

Practicum Professor: _____

Practicum Site(s): _____

Number of Sites: _____

Total Number of Passive Hours(attendance at presentations, workshops,etc): _____

Total Practicum Hours: _____

For office use only: Received _____

SITE INFORMATION SHEET

(Students with multiple sites must complete a site information sheet for each site)

Site Number (if multiple practicum sites only): _____

Site Name: _____

Site Supervisor: _____ Title _____

Telephone: _____ Fax: _____ Email: _____

Site Address: _____ Website _____

Site Supervisor Signature: _____

Date verified and signed by Site Supervisor: _____

Week #: _____ Total Hours for Week: _____

| Date (mm/dd/yy) | Responsibilities & Project(s) Performed | Time in Service (minimum 15 minutes/.25 hours) |
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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

Week #: _____ Total Hours for Week: _____

| Date (mm/dd/yy) | Responsibilities & Project(s) Performed | Time in Service (minimum 15 minutes/.25 hours) |
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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

Week #: _____ Total Hours for Week: _____

| Date (mm/dd/yy) | Responsibilities & Project(s) Performed | Time in Service (minimum 15 minutes/.25 hours) |
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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

Week #: _____ Total Hours for Week: _____

| Date (mm/dd/yy) | Responsibilities & Project(s) Performed | Time in Service (minimum 15 minutes/.25 hours) |
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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

Week #: _____ Total Hours for Week: _____

| Date (mm/dd/yy) | Responsibilities & Project(s) Performed | Time in Service (minimum 15 minutes/.25 hours) |
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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*

Week #: _____ Total Hours for Week: _____

| Date (mm/dd/yy) | Responsibilities & Project(s) Performed | Time in Service (minimum 15 minutes/.25 hours) |
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Notes: *(Include observations, impressions, challenges or concerns experienced while performing responsibilities)*



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Department of Multidisciplinary Studies

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COLLEGE STUDENT AFFAIRS PRACTICUM STUDENT EVALUATION FORM

Date Submitted to Practicum Coordinator: _____

Student Name: _____ N# _____

Practicum I

Term & Year _____

Program/Department

Practicum II

Term & Year _____

✓ CSA/DMS

Thank you for taking the time to evaluate the practicum student who has worked with you for the last semester. The supervision and evaluation of students in field settings is a vital element in the overall development of each student as they progress through the program. Please send the completed form directly to: DCAR/DMS-SHSS Practicum Coordinator, Nova Southeastern University, 3301 College Avenue, Ft. Lauderdale, FL 33314. The faculty greatly appreciates your candidness in responding to the following questions and assures you that everything you express in this evaluation is confidential. However, to make use of the information you provide we will create a brief summary of your ranking and comments so that it can be constructively integrated into the student's learning goals. This evaluation contains four categories of inquiry which include:

- I. Application of Substantive College Student Affairs Knowledge
- II. Application of Practical College Student Affairs Skills
- III. Professional Character and Demeanor
- IV. Collaborative Teamwork Performance

Please use the following scale to score the practicum students' performance in these four categories. In order to make the most of the evaluation please feel free to make comments and suggestions so we can help further guide the student in his or her professional and academic development.

Unacceptable
1

Acceptable
2

Exceptional
3

Please print or type:

Site Name: _____

Name of Site Supervisor: _____ Title _____

Supervisor's Email: _____

Address: _____

Telephone: _____ Fax: _____

Website: _____

For office use only: Received _____

I. Application of Substantive College Student Affairs Knowledge

Did the student demonstrate and apply expert knowledge and/or make recommendations that apply college student affairs models or theories?

| <i>Score</i> | <i>Comments</i> | <i>Recommended Changes</i> |
|--------------|-----------------|----------------------------|
| | | |

II. Application of Practical College Student Affairs Skills

Did the student make use of various communication, problem solving and process skills?

| <i>Score</i> | <i>Comments</i> | <i>Recommended Changes</i> |
|--------------|-----------------|----------------------------|
| | | |

III. Professional Character and Demeanor

How does the student conduct him or herself?

| <i>Score</i> | <i>Comments</i> | <i>Recommended Changes</i> |
|--------------|-----------------|----------------------------|
| | | |

IV. Collaborative Teamwork Performance

How does the student work with students, colleagues and yourself in meeting needs or achieving organizational goals?

| <i>Score</i> | <i>Comments</i> | <i>Recommended Changes</i> |
|--------------|-----------------|----------------------------|
| | | |

Please use the space below to provide us with any information that may be helpful to the student or the department in improving the practicum sequence. We are particularly eager to learn of creative and innovative ways to successfully combine academic and supervised practical application opportunities for our students.

Additional Comments

Are you and your organization interested in facilitating practicum student supervision in the future? _____

*Thank You for your time and consideration in this matter.
For inquiries please contact the practicum coordinator (954) 262-3075.*

Site Supervisor Name (Print)

Site Supervisor Signature

Date



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PRACTICUM SITE EVALUATION FORM

- Student is responsible for submitting the completed form to the practicum coordinator by **deadline: no later than 1 week from the last day of the semester. Late submissions may compromise your course grade.**

If you have any additional questions please contact the practicum coordinator.

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

Please print or type.

Date Submitted to Practicum Coordinator: _____

Student Name: _____ N# _____ NSU E-mail: _____

Address: _____

Work Phone: _____ Home Phone: _____ Mobile: _____

Practicum Professor: _____

Practicum Site: _____

Site Supervisor: _____ Title _____

Telephone: _____ Fax: _____ Email: _____

Site Address: _____ Website: _____

Supervisor's Email: _____

For office use only: Received _____

Part II

Indicate the number that best corresponds to your thoughts on the following statements.

a. This practicum experience helped me learn to apply what I have learned in the program.

| | | | | |
|--------------------------|---|-----------------------------------|---|--------------|
| Strongly Disagree | | Neither Agree nor Disagree | | Agree |
| 1 | 2 | 3 | 4 | 5 |

b. The practicum site supervisor helped me achieve my learning contract goals.

| | | | | |
|--------------------------|---|-----------------------------------|---|--------------|
| Strongly Disagree | | Neither Agree nor Disagree | | Agree |
| 1 | 2 | 3 | 4 | 5 |

c. This practicum site was an adequate organization for achieving my learning goals.

| | | | | |
|--------------------------|---|-----------------------------------|---|--------------|
| Strongly Disagree | | Neither Agree nor Disagree | | Agree |
| 1 | 2 | 3 | 4 | 5 |

Additional Comments/Suggestions:

Print Student Name: _____

Student Signature: _____ Date: _____