



NOVA SOUTHEASTERN UNIVERSITY

College of Humanities Arts & Social Sciences

Department of Conflict Resolution Studies

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PRACTICUM I, II , GLOBAL & FIELD STUDIES AND TEACHING AND TRAINING CHECKLIST

- This checklist should assist DCRS and DMS students in noting the forms that should be submitted when enrolled in Practicum I, II and/or Teaching and Training.
- For further information on practicum, please refer to the [Practicum Handbook on the CHASS website](#).
- For Practicum forms please refer to the [Practicum Forms link](#) on the CHSS website.
- All forms are to be submitted electronically to the practicum coordinator/advisor by the deadline.

Practicum I

(Submission Deadline: two weeks before the start of the term. Late submissions will compromise your course grade.)

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

(Submission Deadline: No later than the last day of the term.)

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

Practicum II

(Submission Deadline: Two weeks before the start of the 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 no later than two weeks before the start of the term. Late submissions will compromise your course grade.)*
- Learning Contract** *(If student will remain in the same site as Practicum I, an additional Learning Contract form is necessary)*
- Resume/CV** *(If on file for Practicum I, no additional resume is necessary.)*

(Submission Deadline: No later than the last day of the term.)

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

Global & Field Studies Practicum

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

- Independent Site Proposal**
- Leaning Contract**
- Resume/CV**

- Health and Food Disclosure**
- Release of Liability and Assumption of Risk**
- Emergency Contact**
- Photo Release**

(Submission Deadline: On the date specified for that term -No later than 1 week from end date of the term.)

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

Teaching and Training - (PH.D students only)

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

- Site Proposal or Independent Site Proposal**
- Leaning Contract**
- Resume/CV** *(If on file for Practicum I & II, no additional resume is necessary.)*

(Submission Deadline: No later than the last day of the term.)

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