

EDUC 686A – Practicum Overview
Student Affairs in Higher Education (SAHE)
Instructions for Practicum Students

Practicum Overview:

- SAHE Program requirement -4 credits
- Students can register for 2 credits of Practicum (EDUC 686A) in any semester (after their first one) or summer session (this is a variable credit course so students must register for 2 credits).
- Practicums should be 60 hours and must be unpaid. (If practicum is a paid summer internship, students must complete a minimum of 60 hours of internship unpaid in order to receive practicum credit.)

Registration Process

- Students should first seek out/identify a practicum opportunity they are interested in (something that augments their knowledge/experience in an area and addresses 1 or more competencies).
- Students must receive Advisor approval and discuss portfolio competencies they will be seeking to meet through the practicum **before** signing up for Practicum credit.
- Students must meet with the practicum supervisor to discuss in detail the specifics of the practicum. This should include specifics of what the outcome will be (paper/product/work hours, etc.) and portfolio competencies they will be seeking to meet through the practicum.
- Students must complete SOE Form 81 to turn into Kelli Clark in the School of Education.
- Signatures that are required on form include the student, Advisor and Practicum Supervisor. Form will be located at: <http://www.sahe.colostate.edu/practicumfield-study-info>. Students should make a copy of the form for themselves and/or their advisor prior to turning it in.
- Beginning in the fall 2014, adjusted form will include Practicum Supervisor Contact Information,
- Location of Practicum (Department/Office) and students will be required to list portfolio competencies they expect to meet through the practicum (either in the description area or attached in a supplemental document to the form). If students do not submit the competencies on their form a grade will not be submitted at the end of the semester until this requirement is complete.
- Upon turning in the form, students will receive the registration code to register for the practicum. Students should register for 2 credits for the practicum (Variable credit course). It is the student's responsibility to register for the practicum after they have completed the form and received the registration information.

Evaluation of Students' Practicum:

- Toward the end of the semester, the Practicum Coordinator will reach out to Practicum Supervisors seeking an evaluation of the students' performance via e-mail.
- Beginning in the fall of 2015, Practicum Supervisors will receive a link via Campus Labs/Baseline to evaluate students via rubric based off the of the portfolio competencies (Similarly to Assistantship Supervisors).
- The Practicum Coordinator will provide Practicum Supervisors with the listed competencies the student indicated they were seeking to meet through the experience and those will be the competencies the Supervisor will be asked to provide commentary on.
- Based off of the evaluation, Practicum Supervisors will be asked to provide either an "S" (Satisfactory completion) or a "U" (Unsatisfactory completion) of the practicum.
- Evaluations will be made available via the Practicum Coordinator to be provided to the Practicum Supervisor, the Advisor or the student upon completion.

Important Things to Note:

- Students should not split practicum credits (for example, register for 1 credit one semester and 1 another). They should register for the practicum the semester they anticipate completing it.
- Students can ONLY register for 2 credits of practicum per semester.
- Students can complete a practicum during summer or breaks and register for the practicum credit the following semester (students can complete paperwork prior to practicum and hold until registering).
- Practicum selection for students should be intentional and based off an area in which the student wants to enhance their knowledge or experience in and should complement their assistantship or professional experience by addressing portfolio competencies.
- The Practicum process is discussed in depth during the fall semester in Portfolio I for one full class period in which the process is outlined in detailed and second year SAHE students provide perspective on their personal experiences with their Practicums for first year students.

For more information or with questions, contact Shirl Portillos, SAHE Practicum Coordinator at Shirley.Portillos@colostate.edu.