

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

**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.
- Practicum supervisor should retain a copy of the agreed upon competencies met through the practicum experience.

**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. This evaluation is based on the SAHE competencies (competencies included on next page)
- 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
- 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.

For more information or with questions, contact Shirl Portillos, SAHE Practicum Coordinator at [Shirley.Portillos@colostate.edu](mailto:Shirley.Portillos@colostate.edu) or (970) 491-2116

## PROFESSIONAL PRACTICE COMPETENCIES

### Administrative Functions and Processes

Demonstrate the ability to:

- A: perform administration functions and services in selected student affairs functional areas (at least two distinct areas).
- B: develop, implement and evaluate educational and student service based programs.
- C: utilize various forms of technology for data collection, analysis, communication and presentation of information.
- D: formulate goals; implement strategies for achieving goals through efficient and effective use of resources and evaluation of goal attainment.
- E: meet deadlines and produce quality results.

### Managing Self

Demonstrate:

- A: adherence to and value for personal and professional ethical standards through ethical practice.
- B: personal and professional confidence.
- C: inquisitive, self-motivated commitment to learning and self-development.
- D: a commitment to personal and professional growth in the area of diversity and social justice.
- E: ability to work with others within a team context.
- F: ability to make appropriate modifications to behavior based on self-monitoring and constructive feedback.

### Communication

Demonstrate:

- A: ability to teach and model a respect for shared community values, including establishing and maintaining an inclusive community promoting civic education.
- B: a willingness to engage in sustained dialogue in order to reach an understanding of the issues presented.
- C: the ability to use sound, effective written and oral communication techniques and strategies within student affairs practice.
- D: the ability to communicate in an inclusive manner.

### Working Relationships with Others

Demonstrate the ability to:

- A: relate effectively to a wide range of people and appreciate individual differences, with cultural sensitivity.
- B: build rapport, show compassion and understanding for others, and establish and maintain mutually satisfying relationships.
- C: supervise and train diverse student affairs staff, students and/or professionals.
- D: advise student groups and organizations.
- E: apply student learning and developmental theory to student affairs practice in a specific context.

### Mobilizing Innovation and Change

Demonstrate:

- A: the ability to develop creative solutions to complex problems and see opportunities where others see obstacles.
- B: the ability to engage in the process of change instead of defend against it.
- C: the belief that personal actions can make a difference.
- D: the ability to engage in systematic inquiry, research, analysis and interpretation