

**Practicum Guidelines
&
Evaluation Forms**

**The University of Oklahoma
Master's of Education in Adult and Higher Education
*Workforce, Adult, and Continuing Education Emphasis***

**EDAH 5910:
*Practicum in Workforce, Adult, and Continuing
Education***

University of Oklahoma
College of Education
Department of Educational Leadership and Policy Studies
Adult and Higher Education Program Area

Syllabus
EDAH 5910: Practicum in Workforce, Adult, and Continuing Education

Course Description

A practicum is a supervised fieldwork experience in which a faculty member and a professional collaborate in guiding, instructing, and supervising the student's introduction to a particular training functional area or project. It offers the opportunity to gain insights which complement the academic preparation of the classroom. This three credit course is required for students completing the Workforce, Adult, and Continuing Education emphasis in the Master's program in Adult and Higher Education who do not have the equivalent of one year of experience in the Workforce, Adult, and Continuing Education field.

Course Materials

Course Packet: *Practicum Guidelines and Evaluation Forms*.

Accommodations for Students with Special Needs

The University of Oklahoma complies with Section 504 of the Rehabilitation Act of 1973 as amended, and the Americans with Disabilities Act. Students with special learning needs should contact the Office of Disability Services, as well as the instructor.

Academic Integrity

Acts of academic dishonesty such as cheating and plagiarism will be dealt with in accordance with the University of Oklahoma policy as outlined on the Provost's website under Student Academic Integrity.

Content Objectives

Upon successful completion of this course, participants will be able to:

1. Provide an overview of the practicum organization or company.
2. Describe the training department and its position in the practicum organization or company.
3. Develop a learning contract.
4. Contribute in meaningful ways to the functioning of a training department.

5. Complete the specific requirements of the learning contract.
6. Critically evaluate the practicum as an opportunity to gain professional experience.
7. Practice professional behavior, effective communication and human relations skills in a professional setting.
8. Manage time and tasks in an efficient manner.
9. Demonstrate workforce, adult, and continuing education knowledge and competencies.

Additional Personal Objectives:

Course Assignments and Requirements

1. Complete the Practicum Contract Form in accordance with practicum requirements and the opportunities negotiated with the supervising professional. Submit the contract for faculty approval.
2. Fulfill the requirements of the Practicum Contract.
3. Communicate with both the faculty supervisor and supervising professional during the practicum regarding your progress in fulfilling the requirements.
4. Keep a log of time spent on practicum related activities recording both onsite and independent time.
5. Submit documentation to the faculty supervisor regarding the products of the practicum.
6. Complete and discuss with the faculty supervisor and supervising professional the Student Practicum Evaluation Form.
7. Meet and discuss the completed On-Site Supervisor Evaluation Form with both the supervising professional and the faculty supervisor.
8. Meet with the supervising faculty to review the products of the practicum and receive the final grade.

Course Grading Criteria

A practicum is graded either satisfactory or unsatisfactory. A satisfactory grade is based upon the completion of the requirements of the learning contract, evaluation of the quality of the products of the practicum, and the content of the evaluation forms completed by the supervising professional and the student.

Purpose and Procedures

A practicum is a supervised fieldwork experience in which a faculty member and professional guide, instruct, and supervise the student's introduction to a particular functional area or project. It offers the opportunity to gain insights which complement the academic preparation of the classroom. The three credit course EDAH 5910 is required for students who are completing the Workforce, Adult, and Continuing Education emphasis in the Masters in Adult and Higher Education, and who do not have the equivalent of one year of experience in the Workforce, Adult, and Continuing Education field.

After obtaining faculty permission, a student may register for EDAH 5910: Practicum in Workforce, Adult, and Continuing Education. A time commitment of a minimum of 90 hours is required for the three credit course. At least 60 hours must be spent at the fieldwork site engaged in meaningful activity related to workforce, adult, and continuing education. The remaining hours may be used for workforce, adult, and continuing education assignments related to the practicum as stipulated in the individualized learning contract.

Responsibilities of the Student

- Work with your advisor in determining the need or interest in a practicum as part of your program.
- Consult with the faculty practicum supervisor to discuss practicum possibilities, and to obtain the practicum guidelines and forms.
- Complete the credit registration process when the practicum has been formalized.
- Meet with the faculty practicum supervisor and supervising professional to initiate the Practicum Learning Contract.
- Complete the Practicum Contract Form and submit it for approval by the faculty practicum supervisor and the supervising professional..
- Fulfill the requirements of the Practicum Contract.
- Communicate with both the faculty practicum supervisor and the supervising professional during the practicum regarding your progress in fulfilling the requirements.
- Keep a log of time spend on practicum-related activities.
- Submit documentation to the faculty practicum supervisor regarding the products of the practicum.
- Complete and discuss with the faculty practicum supervisor and supervising professional the Student Evaluation of the Practicum Experience form. A copy is to be given to the faculty practicum supervisor.
- Meet and discuss the On-Site Supervisor Evaluation of Practicum Experience with both the supervising professional, and the faculty practicum

supervisor. Submit a copy of the form to the faculty member for credit approval.

Responsibilities of the Faculty Practicum Supervisor

- Meet with the student to discuss the requirements of a practicum and provide written information.
- Assist the student in identifying practicum sites.
- Meet with the supervising professional and student to discuss expectations such as time on the job, participation in meetings, assignments, evaluation criteria, and other issues related to the practicum.
- Evaluate the practicum Contract and sign it when it is satisfactory.
- Obtain a copy of the Practicum Contract after it has been signed by the supervising professional.
- Be available for discussions with the student and supervising professional regarding progress and possible problems should they arise.
- Communicate with the supervising professional regarding the completion and submission of the On-Site Supervisor Evaluation of Practicum Experience form by the deadline.
- Evaluate the practicum materials submitted upon completion of the Practicum Contract.

- Submit the appropriate grade (satisfactory or unsatisfactory) at the completion of the practicum.

Responsibilities of the Supervising Professional

- Discuss expectations such as time on the job, assignments, participation in meetings, and other responsibilities.
- Discuss the criteria for evaluating the accomplishments of the practicum goals.
- Sign the Practicum Contract when it is satisfactory.
- Integrate the student as much as possible into the overall operation of the department.
- Meet with the student to discuss progress in meeting the goals of the Practicum Contract.
- If needed, consult with the faculty practicum supervisor concerning the student's performance or any related issues.
- Complete and discuss with the student the On-Site Supervisor Evaluation of the Practicum Experience.

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Practicum Contract

EDAH 5910, Section _____ Date: _____

Name: _____ I.D. #: _____

Semester/Year: _____ Credits: _____

On-Site Supervisor: _____

Name

Title

Department/Office

Campus Address/Mail Stop

Phone Number

Number of Hours/Week the practicum student will be expected to work:_____

NOTE: This document needs to be signed by both the Student and the On-Site Supervisor. Additionally, it must be approved and signed by the Faculty Practicum Supervisor in order to complete the registration process and for the student to receive credit.

Signatures:

On-Site Supervisor _____
Date

Student _____
Date

Faculty Practicum Supervisor _____
Date

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**ON-SITE SUPERVISOR EVALUATION OF THE
PRACTICUM EXPERIENCE**

Semester/Year: _____

Department/Office: _____

Student: _____

Supervisor: _____

In order to determine the student's final grade for the practicum, the on-site supervisor must evaluate the student, the experience, **AND** submit the evaluation to the faculty practicum supervisor. The practicum is graded Satisfactory or Unsatisfactory.

Please rate the level of accomplishment attained by the student using the following scale:

0 – Not applicable.

1 – Did not meet the minimal performance expectations.

2 – Met minimal performance expectations.

3 – Exceeded minimal performance expectations.

4 – Performed at an exceptional level.

Professional Behavior on the Job

- ___ 1. Became familiar with office functions and procedures.
- ___ 2. Personal dress and grooming was appropriate.
- ___ 3. Exhibited a desire to consult with supervisor and staff.
- ___ 4. Participated actively in office activities.
- ___ 5. Was reliable, punctual, and responsible.
- ___ 6. Fulfilled the amount of hours required.
- ___ 7. Followed directions with minimal supervision.
- ___ 8. Took advantage of learning opportunities.
- ___ 9. Followed through with assignments and projects.

Communications and Human Relations Skills

- ___ 1. Conveyed ideas and thoughts clearly and articulately.
- ___ 2. Established open and honest relations with others.
- ___ 3. Exhibited the capacity to admit mistakes.
- ___ 4. Exhibited flexibility and adaptability.
- ___ 5. Displayed tact in expressing views.
- ___ 6. Exhibited understanding of, and respect for others.
- ___ 7. Demonstrated the ability to listen to others.
- ___ 8. Handled confidential information in an appropriate way.
- ___ 9. Exhibited good writing skills.

Management and Programming Competencies

- ___ 1. Was able to work with minimal supervision.
- ___ 2. Exhibited the ability to select and use appropriate materials.
- ___ 3. Displayed resourcefulness and innovation.
- ___ 4. Comprehended basic administrative procedures.
- ___ 5. Exhibited positive decision – making and problem – solving skills.
- ___ 6. Comprehended the department’s role and function.

Specific Objectives for the Practicum

Do you feel the student accomplished his/her goals for choosing this practicum site? Do you feel the expectations you had for the work to be done by the student were accomplished? Please explain.

Overall Evaluation of the Practicum

(Please Check One)

____ The student has successfully completed the goals and achieved a reasonable level of competence.

____ The student was not able to achieve the goals established for the practicum and should repeat the experience.

Please indicate in which areas the student needs to improve to gain a reasonable level of competence:

On-Site Supervisor Signature

Date

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Student Evaluation of the Practicum Experience

Practicum Information:

Student Name: _____ **I.D.#:** _____

Semester/Year: _____

On-Site Supervisor: _____

Name

Title

Faculty Practicum Supervisor: _____

Hours/Week spent in Practicum Setting: _____

Evaluation of the Practicum Experience:

Circle the number that best represents your opinion based on the following scale:
(Disagree) 1 – 2 – 3 – 4 – 5 (Agree)

Statement:	Score (<i>circle</i>):				
1. Received adequate orientation to the goals, objectives, and operational policies of the department/office.	1	2	3	4	5
2. Was treated as an equal, as a colleague on staff.	1	2	3	4	5
3. Was given sufficient time to learn and to assume responsibility.	1	2	3	4	5
4. Was given freedom to exercise my judgment and try out new ideas.	1	2	3	4	5
5. Obtained helpful feedback from my supervisor on my strengths and weaknesses.	1	2	3	4	5
6. The experience was well structured and designed to promote learning.	1	2	3	4	5
7. Received support from the staff, and felt I was welcomed.	1	2	3	4	5
8. I was completely satisfied with this fieldwork experience.	1	2	3	4	5
9. This experience was valuable in my professional development.	1	2	3	4	5

Comments and Recommendations:

1. What specific recommendations can you provide to improve the practicum experience in this department/office?

2. What specific recommendations can you provide to improve the supervision aspect of the practicum at this site?

3. Attach a one page critique of your practicum experience.