

Student Information

VU ID # _____ Full Name _____
Please type your name as it is officially recorded with Valparaiso University: Family/Last Name, Given/First Name Middle Name Maiden/Former Name

Valpo Email Address _____ Phone _____

Anticipated Date of Graduation _____ Cumulative GPA _____

Degree Program _____

Course Information

Department _____

Course _____	Course # _____	Credits _____
Semester _____	Year _____	

Required Attachments:

1. Learning Goals: Type 5-7 learning goals that you plan to achieve through your practicum or observation experience.
2. Letter: Attach a letter or statement from the organization accepting you as an observation or practicum student. The letter must be on the organization's letterhead. In lieu of a formal letter, your observation or practicum supervisor may email Graduate.School@valpo.edu with their agreement to host you.

Student Responsibilities:

1. The student will complete all necessary paperwork and assignments required by Valparaiso University, the Graduate Program in which the student is enrolled, and the Site.
2. The student will complete the appropriate hours for the observation or practicum course credit - please see the Graduate Catalog for specific program hourly requirements.
3. Transportation and housing will be the student's responsibility unless provided by the site.
4. The student will:
 - a. Adhere to company policy and may be written up or terminated for the same reasons as regular employees.
 - b. Complete program requirements including checking Blackboard weekly, journal entries, evaluations, and other activities related to the internship experience.

Site Supervisor Guidelines:

Thank you for taking the time to serve as Supervisor for a VU Graduate Student's Practicum or Observation experience is designed to enable students to earn academic credit while gaining exposure to and guidance within practical or work settings related to their field of concentration. Students spend approximately 40-50 clock hours (per academic credit) under the guidance of a faculty member or onsite supervisor. In doing so, the student may contribute to the effectiveness and productivity of the Practicum or Observation site, thereby imparting benefits to the sponsoring organization. While Practicum or Observation experiences may be highly flexible, it is important that they meet the learning standards typical of other coursework at Valparaiso University.

The following steps will help ensure a meaningful educational experience for the student:

1. Review the learning goals and outcomes of the student's project to ensure they are realistic for the work setting of the organization and the time frame of one semester.
2. Discuss the kinds of activities and responsibilities that would most likely achieve the learning goals stated in the first guideline. Ensure that the activities are progressively demanding of the student's skills, knowledge, and intellectual/professional capacities.
3. Be clear about the expectations of the student, including the number of hours each week, the schedule, specific activities and responsibilities, etc.
4. Specify the products of the Practicum or Observation. For example, these might include one or more of the following: a journal of activities, reflection essays, brief review or strategy papers, a detailed plan of action, or products of other kinds. All Liberal Studies practica are expected to have one or more products.
5. In conjunction with the student, establish the criteria and procedures used to evaluate the Practicum or Observation. This may include evaluation of the quality of written work, various skills that are acquired, reliability, work ethic, and so on. The student should have a clear understanding of what must be done in order to earn various grades.

Site Information

Organization Name _____

Organization Address _____

Site Supervisor Name _____

Supervisor Phone # _____

Supervisor Email _____

Supervisor Signature _____

Date _____

By completion and signature of this form, the supervisor agrees to abide by the above guidelines.

Required Signatures

Student _____

Date _____

By completion and signature of this form, student is requesting registration in this course.

Instructor _____

Date _____

Academic Advisor or
Program Director _____

Date _____

Dean _____

Date _____

Approved

Denied