



# VALPARAISO UNIVERSITY

GRADUATE STUDIES AND CONTINUING EDUCATION  
OFFICE OF THE DEAN

## **Procedures for LS 685 Practicum**

Description: Exposure to and guidance within practical or work settings related to the student's field of concentration. Students spend approximately 100 contact hours under the guidance of a faculty member and onsite supervisor. Prerequisite: satisfactory completion of 6 credits of MALS core and 9 credits in the concentration, submission of a written proposal, and approval of the sponsoring faculty and Dean of Graduate Studies.

1. Begin by carefully thinking about what experiential training would be most fruitful for your development in your specified field of interest.
2. During the semester prior to the practicum, arrange for an appropriate practicum site. As part of this arrangement, identify the individual who will serve as your site supervisor and provide them with a copy of "Guidelines for Practicum Supervisors." If you want a faculty sponsor other than the Dean of Graduate Studies, you should discuss your idea with that faculty member prior to selecting a topic and site.
3. In conjunction with the faculty sponsor and practicum site supervisor, develop:
  - the goals of the practicum experience
  - the kinds of activities and responsibilities that would be most likely to achieve those goals
  - the expected products from the practicum experience
  - the basis upon which you expect to be evaluated.
4. Complete the appropriate paperwork for LS 685 Practicum, available from the Office of Graduate Studies, or at the web site [www.valpo.edu/gce/graduate/forms.htm](http://www.valpo.edu/gce/graduate/forms.htm). This form must be submitted prior to the Practicum semester for approval by the Dean of Graduate Studies.
5. At the midpoint and end of the semester, ensure that the site supervisor has submitted the evaluation form to the appropriate VU sponsor. Make certain the site supervisor has all relevant materials necessary to assist with the evaluation.
6. Submit any and all materials for final evaluation to the VU sponsor, with copies to the Graduate Office, by the last day of classes before the beginning of final exams.

**VALPARAISO UNIVERSITY – OFFICE OF GRADUATE STUDIES  
DROP/ADD CARD – CHANGE IN REGISTRATION**

**STUDENT ID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**COURSES DROPPED**

**COURSES ADDED**

DEPT	CRSE NO	SEC	CR HRS.	DEPT	CRSE NO	SEC	CR HRS.
<b>Total Credits Dropped</b>				<b>Total Credits Added</b>			

**Total Credits After Change** \_\_\_\_\_

**Dean's approval for overload** \_\_\_\_\_ **Adviser's Signature** \_\_\_\_\_

After securing adviser's signature, **RETURN THIS CARD ALONG WITH YOUR PROJECT PAPERWORK TO THE OFFICE OF GRADUATE STUDIES.**



## **Guidelines for Practicum Supervisor**

Liberal Studies 685

Thank you for taking the time to serve as Practicum Supervisor for VU Graduate Student

\_\_\_\_\_. Practicum 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 100 clock hours 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 site, thereby imparting benefits to the sponsoring organization. While practicum experiences may be highly flexible, it is important that they meet the learning standards typical of other coursework at Valparaiso University.

The following four steps will help ensure a meaningful practicum 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 timeframe 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.
  - Be clear about the expectations of the student, including the number of hours each week, the schedule, specific activities and responsibilities, etc.
3. Specify the products of the practicum. 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.
4. In conjunction with the student, establish the criteria and procedures used to evaluate the practicum. 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.