

PRACTICUM GUIDELINES

The practicum component of the master's program in Higher Education consists of two parts:

- 1) practicum work experience of 200 hours total. This may be one practicum of 200 hours or two practica of 100 hours each
- 2) the HED 6940 Master's Practicum Seminar; this course does not have to be taken in conjunction with your practicum experience. You may take this seminar course for variable credit (1-3 credits) and you may sign up for this more than once for up to 6 credit hours

The practicum experience is designed for students without full-time work experience in higher education to gain practical experience in a college setting. The selected practicum needs to be in a different functional area from the student's graduate assistantship. The practicum experience exposes students to the functioning of a functional unit of higher education and allows them to test and apply knowledge and skills. Practicum students work under the guided supervision of a senior student affairs or higher education practitioner.

The seminar portion of the course enhances students' understanding of the activities and responsibilities of different professional units in higher education through readings, discussion, and experiential activities. The seminar is also designed to enhance the student's professional growth and development.

ROADMAP TO COMPLETE THE PRACTICUM REQUIREMENTS

1. Contact potential practicum sites of interest. Please ensure you begin this process early!
2. Meet with your potential site supervisor(s) and discuss your practicum options, professional goals, the different activities that you wish to complete, and the hours you are available.
3. After establishing the details of your practicum experience, fill out and sign the Practicum Contract form with your site supervisor; keep a copy for yourself.
4. Enroll in HED 6940: Master's Practicum Seminar.
5. During the practicum experience, keep a detailed Practicum Log recording your hours of work, the duration of each work session, and the type of tasks you completed.
6. You will also write a detailed Practicum Journal of your experiences and your reflection of those experiences. Here are some potential prompts below to help you write your journal entries:
What tasks were done? What decisions were made? How were tasks carried out? How did the administrative unit function? How did you function within the unit? How did your work enhance your understanding of the administrative unit? How did your work enhance your understanding of higher education, in general? Thoughts you may have about what went well for you and what did not OR problems you faced within the practicum or victories you had.
7. Besides completing the Practicum Seminar satisfactorily, you will be evaluated following the submission of the following materials:
 - Completed online e-portfolio
 - Signed Practicum Contract
 - Practicum Supervisor's Evaluation Form (**note**: ensure practicum supervisor has emailed this form to practicum instructor)
 - Filled out Student Self-Evaluation Form
 - Completed Practicum Log and Practicum Journal