

**EDUC 400: APPLIED STUDIES PRACTICUM
WORK SITE APPROVAL AND INFORMATION FORM**

IMPORTANT: Students may not begin a practicum until this form is signed by all parties.

Student Name: _____

Dates of Practicum: _____

Name of
Organization: _____

Student's phone: _____

Student's email: _____

Site Supervisor: _____

Title: _____

Supervisor's email: _____

Supervisor's phone: _____

Supervisor's fax
(if applicable): _____

TO BE COMPLETED BY STUDENT

Student has met the following criteria:

_____ Met with program's academic advisor regarding practicum, internship, or apprenticeship enrollment

TO BE COMPLETED BY FACULTY:

Student has met the following criteria:

_____ Acceptance into the Workforce Leadership and Applied learning major

_____ Minimum 2.00 GPA

_____ Submission of acceptable learning objectives and job responsibilities

_____ Submission of appropriate Affiliation Agreement (if needed)

APPROVAL OF ASSIGNMENT:

Student Signature

Date

Site Supervisor Signature

Date

Faculty Supervisor (F.S.) Signature

Date

Program Director Signature

Date

Date assignment may start, as determined by F.S.: _____ F.S. Initials: _____

• It is imperative that a **job description** be established at the beginning of the internship. This allows all who are involved to understand what the student will hope to accomplish and will be a yardstick for measuring student accomplishment. The job description should be made up of work-related duties that have been mutually agreed upon by the ***student and site supervisor*** for the length of the applied learning assignment.

Please list **YOUR** applied learning *responsibilities* (e.g. – budget preparation):

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____
- (9) _____
- (10) _____

Student Initials: _____

Site Supervisor Initials: _____

Faculty Supervisor Initials: _____

Describe *objectively* (in list form) what you hope to accomplish (e.g. – learn how to properly prepare a budget statement for a large organization)

- (1) _____
- (2) _____
- (3) _____
- (4) _____
- (5) _____
- (6) _____
- (7) _____
- (8) _____
- (9) _____
- (10) _____

Student Initials: _____

Site Supervisor Initials: _____

Faculty Supervisor Initials: _____