

**EDUC 450: 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: \_\_\_\_\_