

Practicum Information Packet
Three Rivers Community College

Three Rivers Community College
Norwich, CT 06360

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GENERAL INFORMATION

Purpose:

To provide students with an opportunity to earn academic credit for learning gained through fieldwork experiences.

Definition:

A practicum/fieldwork experience is defined as direct involvement in a non-classroom setting, sponsored by an institution of higher education, and jointly and cooperatively supervised by agency and college personnel. Academic credit is earned by documenting the achievement of selected learning goals and objectives.

Guidelines for Student Eligibility and Participation:

- A. The student must be in good academic standing. The student must verify the completion of a minimum of 30 credits with an overall QPA of at least 2.5.
- B. The student must request permission from the instructor to take the practicum and the two must agree on a suitable placement area. The student is responsible for obtaining a position although the school will pass along all leads it has. Once permission is obtained and a placement area is approved, the learning contract can be completed. The two signatures (student and instructor) at the bottom of this document indicate permission to take the practicum and the approval of the placement area.
- C. The learning contract states the written expectations of the practicum in terms of learning outcomes. These outcomes will be used as part of the student's evaluation. The contract must be signed by the student, the mandatory site-supervisor, the instructor, and the Academic Dean. You cannot register for the practicum until your contract is completed and signed.

- D. The student must work a minimum of 80 hours in an approved work situation to earn 3 credits (1 credit per 30 hours worked). However, college policy does allow for up to 6 credits to be earned (180 hours worked) for a single practicum. The work can be on a paid or volunteer basis. Credit is not awarded to students who are simply continuing in their same job. The placement area can remain the same, but the learning experience must be different.
- E. Ethics is the process that individuals use to evaluate their conduct in light of moral principles and values. Most professions and many businesses have adopted codes of ethics. These codes generally address competence, confidentiality, integrity, and objectivity. The student is bound by the same code(s) of ethics their placement area follows.
- F. Depending on the specific site and/or site-supervisor, the instructor will visit the site a minimum of once a semester. This may not occur if the instructor has frequent contact with the supervisor or the site has been used repeatedly.
- G. The student must attend all regularly scheduled classes. The student should individually meet with the instructor during the semester to discuss the practicum. If the student does not request a meeting with the instructor, the instructor may request a meeting to discuss learning objectives and review the student journal to ascertain that everything is going as planned. Although the instructor may request a conference with the student, it is ultimately the student's responsibility to seek out the needed assistance.
- H. The student must maintain journals as follows:
 - Daily: Time in/out and total hours worked
 - Weekly: Readings started and/or completed; assignments/jobs started and/or completed; and objectives met.
- I. The site-supervisor will provide the instructor with a written evaluation of the student's performance two weeks prior to the close of the semester. This evaluation will be shared with the student by the instructor.
- J. The student's evaluation will be on letter grade basis unless the student makes arrangement, prior to the start of the practicum, for the pass/fail option. The final grade for the practicum will be determined by the site-supervisor evaluation, the student journal, and the instructor.

Student's Name: _____ Phone No. _____

Placement Area: _____ Phone No. _____

STUDENT: I have read the General Information document above and fully understand the eligibility and participation guidelines as explained therein. I have received approval from the above acceptable placement area (company) to complete my practicum with them. If appropriate, I have a copy of an approved eligibility waiver attached to this document.

Signature: _____ Date _____

INSTRUCTOR: I have verified by the examination of appropriate document that the student has met the eligibility and participation requirements, as outlined in the General Information document above, and understands the requirements thereof. I approve of the placement area selected by the student.

Signature: _____ Date _____

Original: Instructor
Copy: Student

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ELIGIBILITY WAIVER

Student: _____

Please indicate the eligibility waiver(s) requested by checking one of the following categories:

- Credits/QPA (Complete Section 1)
- Course(s) / Grade(s) (Complete Section 2)
- Both (Complete Sections 1 and 2)

Section 1 – Credits /QPA

Credits Earned _____ Current QPA _____

Please indicate why a waiver should be granted:

Section 2 – Course(s) / Grade(s)

Please check the course(s) that apply to this waiver:

- | | <u>Course</u> | <u>Grade</u> |
|--------------------------|---------------|--------------|
| <input type="checkbox"/> | BOT 111 | _____ |
| <input type="checkbox"/> | BOT 131 | _____ |
| <input type="checkbox"/> | BOT 251 | _____ |
| <input type="checkbox"/> | ENG 111 | _____ |

Please indicate why a waiver should be granted (be specific):

Signatures:

Student: _____ Date _____

Program Coordinator: _____ Date _____

Original: Instructor
Copies: Student; Business Office Technology Program Coordinator

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PRACTICUM LEARNING CONTRACT

Respond in detail to each of the following. Prior to signing this contract, have it reviewed by your instructor for accuracy.

Student's Name: _____

Student/Banner ID #: _____ Phone No. _____

Address: _____

Semester: _____ Hours/Credits Requested: _____ / _____

1. Practicum Placement:

Company Name: _____

Company Address: _____

Supervisor: _____ Phone No. _____

Work Hours (Days/Times): _____

2. Learning Objectives:

3. Activities designed to meet objectives (Job Description):

4. Required Readings (Software Manuals, etc.):

5. Required Written Work:

The student will maintain a journal, in good form, specifying the days and hours worked, assignments/jobs started and or completed, readings started and/or completed, and learning objectives met. Forms are provided for this purpose.

6. Meeting Dates and Places:

The student must attend all regularly scheduled classes. If the student needs assistance, it is the student's responsibility to meet with their instructor during the semester. It would be wise to have your journal reviewed periodically for accuracy.

7. Evaluation:

The site-supervisor will provide a written evaluation of the student's performance two weeks prior to the close of the semester. The final grade will be based on this evaluation, the journal, and the instructor's judgment.

Signatures:

Student: _____ Date _____

Supervisor: _____ Date _____

Instructor: _____ Date _____

Dean of Instruction: _____ Date _____

Original: Dean of Instruction

Copies: Student; Instructor; Registrar; Site Supervisor

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DAILY JOURNAL/SUMMARY

Student: _____ Page ____ of ____

Date	Time In/Out	Hours		Date	Time In/Out	Hours
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____
_____	_____/____	____		_____	_____/____	____

Total of hours worked: This Page _____ All pages _____

To the best of my knowledge and belief, I have completed the minimum numbers of hours required by the Learning Contract.

Student's Signature: _____ Date: _____

Original: Instructor

DAILY JOURNAL

Student: _____ Page ____ of ____

<u>Date</u>	<u>Time In/Out</u>	<u>Hours</u>		<u>Date</u>	<u>Time In/Out</u>	<u>Hours</u>
_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____
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_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____
_____	____ / ____	____		_____	____ / ____	____

Total of hours worked: This Page _____ Student's Initials _____

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WEEKLY JOURNAL SUMMARY

Student: _____

Weekly Journals Attached:

Week Ending: ____/____/____
Week Ending: ____/____/____
Week Ending: ____/____/____
Week Ending: ____/____/____
Week Ending: ____/____/____
Week Ending: ____/____/____
Week Ending: ____/____/____

Week Ending: ____/____/____
Week Ending: ____/____/____
Week Ending: ____/____/____
Week Ending: ____/____/____
Week Ending: ____/____/____
Week Ending: ____/____/____
Week Ending: ____/____/____

Summarize Your Journals Below:

Readings:

Assignments:

Objectives:

To the best of my knowledge and belief, I have mastered (satisfactorily completed at least 70% of) the objectives outlined in the Learning Contract.

Student's Signature: _____ Date: _____

Original: Instructor

WEEKLY JOURNAL

Student: _____ Page ____ / ____

Week Ending: ____/____/____

Readings started and/or completed:

Assignments/jobs started and/or completed:

Objectives met:

Student's Initials _____

Site-Supervisor's Initials _____

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EVALUATION BY SITE-SUPERVISOR

Student's Name: _____

Supervisor: _____

Company: _____

Please evaluate the student in each of the following areas. Please read each statement carefully and select the response which in your judgment best describes the student. If you would like to make any comments, suggestions, or statement, you may do so in the area provided at the end of this evaluation form. This evaluation will be shared with the student. Please use ink.

Use the following scale when responding to the statements:

5 = Always 4 = Usually 3 = Sometimes 2 = Rarely 1 = Never

Part I – Cognitive

- _____ 1. Was the student able to process information, analyze it and respond appropriately?
- _____ 2. Did the student ask relevant questions at appropriate times?
- _____ 3. Did the student complete assigned work within the time allotted and at the level expected by the supervisor?
- _____ 4. Upon completion of an assignment/job, if time remained, did the student look for other work?
- _____ 5. Was the student able to take a theoretical foundation and make the appropriate practical application?
- _____ 6. Was the student able to comprehend and work within the organizational structures present in your company?

Part II – Communication

- _____ 1. In written work, does the student use a clear and concise style, sound sentence structure, proper grammar, punctuation and spelling?
- _____ 2. Does the student exhibit good technical writing skills?
- _____ 3. Is the student able to locate necessary forms and complete them neatly and accurately?
- _____ 4. While speaking, does the student use correct grammar and appropriate language?
- _____ 5. Does the student articulate ideas or questions clearly, confidently, and in a concise manner?
- _____ 6. Does the student project and use proper intonations?
- _____ 7. Is the student able to evaluate attitudes, moods, or meaning from the way others speak?
- _____ 8. Does the student handle telephone calls in a professional manner?

Part III – Demeanor

- _____ 1. Was the student dependable?
- _____ 2. Was the student punctual; such as arriving on time for work, from lunch and/or breaks?
- _____ 3. Was the student dressed appropriately, groomed, neat and clean, and personal hygiene at an acceptable level?
- _____ 4. Was the student receptive to ideas and able to handle directions courteously?
- _____ 5. Was the student respectful of all personnel within the organization and to visitors?
- _____ 6. Did the student's attitude and demeanor reflect a level of maturity adequate for employment with a business setting?

Part IV – Comments

Part V – General

Yes No

To the best of your knowledge, has the student met the minimum hours required in the Practicum Learning Contract?

To the best of your knowledge, has the student mastered (satisfactorily completed at least 70% of) the objectives outlined in the Learning Contract?

Additional comments of the student's abilities and/or weaknesses:

Supervisor's Signature: _____ Date _____

Original: Instructor

Copies: Site-Supervisor; Student