



PRACTICUM WRITE-UP FORMAT

Must be double-spaced, size 12 font with proper grammar.

TITLE PAGE

- Name of the student
- Name of the agency or organization where the Practicum was completed; and
- The semester the Practicum was completed (month/year)

AGENCY BACKGROUND AND ADMINISTRATION (2 – 3 pages)

- Agency mission and goals
- Organizational chart of agency or organization (if available)
- Description of agency budget and resources
- Target audience the agency serves
- Programs and services offered
- Method in which your Community Partner supervised your experience

SUMMARY OF PRACTICUM (2 – 3 pages)

- Provide a brief description of your activities and assigned project(s)
- List your learning objectives and describe the degree to which each objective was met
- Describe the contributions you made to the agency or organization
- Relate the project activities to your academic coursework
- Explain how the Practicum contributed to your professional growth
- Describe what new skills, knowledge and insights were acquired during the placement
- Summarize how you met and demonstrated mastery of each specified learning competency using chart below
- Evaluate the experience; a brief reflection on your experiences both positive and negative

APPENDICES

- Documentation of 25 contact hours (time logs)
- Chart addressing how you met selected competencies with final products (see below)

Practice-Based Products to Demonstrate Competency Achievement	
<u>Competencies Selected</u>	<u>Specific Portfolio Products Demonstrating Application or Practice</u>

As the Faculty Advisor, I have reviewed the Practicum Write-Up and acknowledge that it meets all requirements.

Approved by:

Faculty Advisor

Date