

ALMA COLLEGE PRACTICUM PROGRAM

PROCEDURE FOR DESIGNING & REGISTERING FOR A PRACTICUM

1. Students desiring a practicum experience should first discuss the possibilities with a faculty member with whom he/she would like to work.
2. Obtain and complete the proper forms from the Registrar's Office.
3. Submit a typed proposal and resume to the faculty sponsor.
4. If a practicum has not been arranged for you, using your resume and the ideas contained in your proposal, attempt to secure a placement. Once placement is secured, the **PRACTICUM SUPERVISOR'S EXPECTATIONS FORM** must be completed.
5. Return all forms and materials to the faculty sponsor. The faculty sponsor will establish the academic requirements for the practicum and indicate them on the **ACADEMIC REQUIREMENTS AND AGREEMENT FORM**. Student, faculty sponsor, Registrar and department chairperson's signatures are required.
6. Return all completed forms to the Registrar's Office. Final registration will be granted by the Registrar when the **ACADEMIC REQUIREMENTS AND AGREEMENTS FORM** with the Registrar's signature is turned in.

ALMA COLLEGE PRACTICUM PROGRAM POLICIES

DEPARTMENT, NUMBER AND DESCRIPTIVE TITLE

Practicums will carry a department name and will be numbered 385, 386, 387 or 388 (470 for EDC).

CREDIT

Normally a student will receive four (4) credits for a practicum. The exact number (3 – 8 credits) may vary in some cases depending on the department granting the credit. **A total of eight practicum credits from one department may be applied toward the total credits required for a degree.** The relationship of credit hours to total hours of work by a student will follow the usual college policy, i.e., 150 – 200 hours of work for four credits for the average student. All practicums carry upper level credit. Academic requirements will be consistent with the advanced level.

ELIGIBILITY

Any student at Alma College is eligible for a practicum provided the student has demonstrated an established proficiency and has acquired a sound academic background. A student must have the approval of a faculty sponsor and the chairperson of the department in which credit is desired. Some departments have established prerequisites which must be completed before practicum credit will be granted. Unless a department chooses to require the pass/fail grading option for a practicum and has so stated in the catalog, it shall be the option of the student to receive a letter grade or a pass/fail evaluation for a practicum in accord with the usual satisfactory grade option (e.g., S or F) policy of the college. This option must be filed with the Registrar's Office at the time of registration for the practicum. All forms and requirements for the practicum program must be completed and approved at the time of final registration for the term in which the practicum is desired. Exceptions must be approved by the Registrar.

COST

The cost for practicum credit is the same as the amount paid for any regular Alma College course. You may incur additional costs should the practicum you select involve securing accommodations, travel or transportation expenses. Students beginning a practicum during spring term and completing it during summer will be charged for spring term tuition. Any student registering for a practicum which will begin on or after the first day following the completion of spring term will be charged summer tuition costs.

***Return this form to the Registrar's Office with a Drop/Add Form signed by your Academic Advisor.**

ALMA COLLEGE PRACTICUM REQUEST

Student Name: _____ Date: _____

Student ID Number: _____ Phone: _____

Address: _____ City, State, Zip: _____

Major: _____ Expected Date of Graduation: _____

PROPOSAL (Complete this page prior to meeting with your faculty sponsor)

Practicum Objective:

Practicum Dates Desired: _____ to _____ Department & Practicum Number _____ Number of Credits _____
(month/year) (month/year)

Have you met departmental prerequisites? Yes _____ No _____ Check One: Letter grade _____ Pass/Fail _____

If you have completed a practicum before, please indicate the following:

Department & Practicum Number: _____ Faculty sponsor's name: _____

Grade received: _____ Credits received: _____ Practicum started: _____ Completed: _____
(month/year) (month/year)

Location & type of placement:

Faculty Sponsor's Signature _____

To the Student: The faculty sponsor's signature on this request only indicates that you can proceed with arrangements to secure an off-campus learning experience. Permission to enroll will be granted when you have satisfactorily completed each part of the practicum procedure: 1) secured a legitimate placement with specified practicum supervisor's expectations; 2) written an acceptable proposal; 3) agreed to the academic requirements of the practicum.

DISCUSS WITH YOUR FACULTY SPONSOR THE FORMAT AND CONTENT TO BE FOLLOWED IN WRITING YOUR PROPOSAL.

ACADEMIC REQUIREMENTS & AGREEMENT FOR PRACTICUM PROGRAM

(To be filled out when the practicum has been approved by the faculty sponsor and department)

Title of Practicum: _____ Number of Credits: _____
(Title will appear on student's transcript – 27 characters or less)

Practicum Department & Number: _____ Expected minimum hours per week at placement: _____

Check one: Letter grade _____ Pass/Fail _____ Practicum will begin _____ and end _____
(month/year) (month/year)

Academic Requirements:

I, _____, agree to complete the academic criteria of the practicum as specified above,
(student's signature)

and, if necessary, inform the practicum coordinator of any changes, irregularities or difficulties which might affect satisfactory completion of the practicum.

*Faculty Sponsor's Signature _____ *Department Chair's Signature _____

Registrar's Signature _____

*The signatures of the faculty sponsor and department chairperson indicate the approval of this practicum as a legitimate practical experience, and that the academic requirements of the practicum have been established and agreed to by the faculty sponsor and the student.