



HIGHER EDUCATION
ADMINISTRATION
ST. CLOUD STATE UNIVERSITY.

MASTER OF SCIENCE PRACTICUM GUIDE



TABLE OF CONTENTS

Introduction.....	1
Practicum Purpose.....	1
Selecting a Practicum.....	2
Practicum Placement.....	2
Establishing a Practicum.....	3
The Memorandum of Agreement.....	3
Example of a Student Learning Goal.....	4
Approval of Practicum Site.....	4
Standards for Practicum.....	5
Getting Started in a Practicum.....	6
Ethics and Confidentiality.....	6
Attendance Policy.....	6
Practicum Responsibilities.....	7
Student Research Colloquium.....	8
Contract: The Memorandum of Agreement.....	10-17



INTRODUCTION

The Practicum in Higher Education Administration is designed to be a structured and supervised administrative experience that includes projects and activities at a cooperatively selected college or university. Students work with a site mentor and are supervised by the faculty practicum coordinator from St. Cloud State University.



PRACTICUM PURPOSE

The Practicum experience will provide the student with exposure to an area of individual interest in Higher Education Administration and allow the student to apply her/his newly acquired knowledge in a college or university field setting under supervision. This type of part-time work experience enables individuals to organize, synthesize, and process new information in a manner that combines the cognitive, affective, and physical domains of learning. Many students require a period of time to practice and modify both knowledge and skills, and the practicum serves this purpose.

In addition to gaining insight regarding the operation of a functional area of higher education, practicum students also gain a view of the inter-relationship among associated functional areas. Professionals in higher education must be cognizant of such relationships in order to understand the nature of an institution and its culture. Finally, the practicum may serve to generate, develop, and refine skills in program development, administration, research, and other aspects of higher education.



Expanding Major Exploration Support for Deciding Associate in Arts Degree Seeking Students
St. Cloud Technical & Community College Academic Advising Center
Presenter: Carissa Johnson
Practicum Site Mentor: Stacy Griffey, Director, SCTCC Academic Advising Center
Practicum Coordinator: Dr. Christine Imbra
St. Cloud State University
Higher Education Administration
Fall 2014

CAREER CHOICES WORKSHOP: MINNESOTA CAREER INFORMATION SYSTEM (MCIS)

Students created an MCIS profile before taking assessments in three areas. This allowed them to identify which skills were most satisfying, receive their Holland Codes, and sort careers by priority. The assessments were then combined to generate a career cluster report for each student.

RESULTS & RECOMMENDATION

- Students attending to identifying occupation
- Students who in future education
- Students attending greater career

MAJORS IN MINUTES: PASSPORT TO YOUR PLAN

Each career cluster was matched with its corresponding SCTCC academic area. After taking the *Career Choices* MCIS assessment, students had the opportunity to tour their areas of interest with SCTCC faculty and SCSU Student Relations Coordinators.

SELECTING A PRACTICUM

The program is flexible regarding selection of practicum sites. We are most interested in establishing practicum sites that will provide good learning experiences for students in line with their interests and future career goals, as well as the opportunity for students to apply knowledge gained from their coursework.

The selection of an appropriate practicum site is important. Care should be exercised to ensure an optimal site placement, which will both inform and challenge the student's abilities. Students should refer to their individual Professional Development Plans (PDP), Dispositions assessments, and Competencies assessments, and consider particular practicum sites and student learning goals that will help them to strengthen the areas in which they are in need of growth or improvement.

The site mentor must hold a Master's degree or higher to supervise the practicum student. Students are responsible for identifying a site and site mentor at least two weeks prior to the beginning of the practicum, and should attend the mandatory Practicum Orientation with a signed and completed Memorandum and Agreement, including three measurable goals.



PRACTICUM PLACEMENT

A student may not use his/her current position to fulfill the practicum requirement. However, a student may engage in a practicum placement in the same office/organization where s/he is employed as long as the practicum duties are different from regular employment obligations. For example, a student who is an assistant hall director in a residence hall may choose to work in the residential life office, with the director of residential life, which would be an appropriate practicum setting, particularly if this position is the anticipated career goal of the student. It is recommended that the site mentor is a person other than the employee's/student's supervisor.

Our hope, however, is that if a student has work experience in Academic Affairs, for example, that s/he chooses a practicum site in a Student Affairs or Administrative Affairs unit or department. We encourage students to find a practicum site outside of their comfort zone that will stretch their competencies and enhance their resume in regard to skills and experiences. In that same vein, if a student has spent most of his/her time on a four-year campus s/he is encouraged to seek a practicum site at a 2-year institution.

Finally, if most experience has been gained working at a public institution, then perhaps a private college or university would be a good site for the practicum. Keep in mind, however, that no matter where the practicum site is located, the school must be an accredited higher education institution (Higher Learning Commission accreditation).



ESTABLISHING A PRACTICUM

The student should arrange an appointment with a potential site mentor at the practicum site in which s/he is most interested in working. The purpose of this meeting is to obtain further information about the site and the opportunity for a practicum within the office. The meeting also provides the site mentor with the opportunity to become acquainted with the student and to determine whether a mutually beneficial practicum can be arranged. During this meeting the student should share the Memorandum of Agreement with the proposed site mentor, as well as a copy of the Practicum Guide, so the person has a realistic view of the responsibilities.

Following this meeting, the student should determine an order of preference for tasks s/he would like to accomplish. This selection can be accomplished independently or following further discussion with the student's faculty advisor or faculty practicum coordinator. Once a preferred practicum site has been decided upon, the student should re-contact the site mentor and ascertain whether s/he is willing to accept the student.



THE MEMORANDUM OF AGREEMENT (CONTRACT)

Once a site mentor has accepted a practicum student, the two should meet to establish the specific goals, objectives, and activities of the practicum, and to complete the Memorandum of Agreement for Student Practicum Experience, including the Student Practicum Experience Agreement (see the Program Forms section of this HIED Program Handbook).

An integral aspect of the practicum is the generation of the contract which comprises the following two elements:

1. an agreement regarding the duties, objectives, and obligations of the student, the site mentor, and the practicum coordinator; and
2. the set of tasks and experiences the student will undertake in order to meet the basic objectives.

Typically, the student, in association with the site mentor, will establish three measurable goals. The contract provides guidelines that serve as the criteria for evaluating the practicum experience, subject to approval by the student, the site mentor, and the faculty practicum coordinator. At mid-practicum, the student and site mentor should review the contract to assure that the goals will be met. If the goals will not be met, revisions should be forwarded to the faculty practicum coordinator for review and approval.

After the site mentor and student have completed the paperwork, it is then submitted to the faculty practicum coordinator for review and approval – this is typically done at the mandatory Practicum Orientation. **Practicum hours may not be accrued without a contract that has been signed by the site mentor and student, and approved and signed by the faculty practicum coordinator.**



EXAMPLE OF A STUDENT LEARNING GOAL

Below you will find an example of a student learning goal, including the outcome measure and action steps. This example is meant to be a guide for you as you complete the Student Learning Goals section of the Student Practicum Experience Agreement.

Goal:

To clearly understand the student admission process from start to finish.

Outcome Measure:

Define in writing, verbally, and through practice the steps necessary to receive, process, and admit five new student applicants (the outcome must be measurable).

Action Steps:

- a. Review the admission process with my site mentor.
- b. Familiarize myself with all documents involved in the admission process.
- c. Observe the student admission process by shadowing my site mentor as s/he admits students.
- d. Receive and process admission applications of five new student applicants.

APPROVAL OF A PRACTICUM SITE

The faculty practicum coordinator must give final approval of the site and site mentor. Approval of a practicum site is provided in writing (signature of faculty practicum coordinator on the contract), and by email to the student, from the practicum coordinator once the Memorandum of Agreement for Student Practicum Experience and the Student Practicum Experience Agreement forms have been submitted and reviewed. Again, practicum students may not begin to accrue practicum hours until the contract is approved and signed by the faculty practicum coordinator.



STANDARDS FOR THE PRACTICUM

1. A practicum should offer the students an opportunity to observe or participate in all those activities and responsibilities that are considered to be the major functions of the office in which the practicum is located.
2. A practicum should also offer students the opportunity for the development of skills in one or more of the following areas deemed important for functioning in higher education:
 - Administration: completing administrative tasks such as budgeting, resource utilization planning, long range planning for the unit, personnel management, decision making, problem solving, communication, etc.
 - Assessment and Evaluation: determining the needs of particular populations, determining the effectiveness of programs, policies, or personnel, conducting needs assessments, etc.
 - Consultation: working with students/faculty/staff on a one-to-one or group basis, meeting with individuals or groups to determine options or processes for particular situations, researching topics or information to enhance decisions, etc.
 - Diversity: working with a variety of students/faculty/staff from diverse backgrounds including race, class, gender, sexual orientation, religion, disability, etc.
 - Environmental Redesign: assessing the characteristics of a particular environment to determine fit among students/faculty/staff, exploring options to enhance environments, modifying the environment to better meet the needs of students/faculty/staff, etc.
 - Instruction: presenting material in a formal or informal teaching role, co-teaching, curriculum design and development, etc.
 - Program Development: assessing program needs, designing and developing new programs, enhancing existing programs, etc.
3. A student should have the opportunity to undertake at least one primary project that will be of benefit to the site as well as a learning experience for the student. This major project will be presented at the SCSU Student Research Colloquium in April, which is mandatory.
4. Students should be encouraged to learn how various philosophical, political, and theoretical perspectives apply to the functional area in which they are working.
5. Students should be encouraged to develop their own philosophical perspective and reflect on the activities in which they are engaged at their practicum site.
6. Students should be encouraged to determine their particular strengths and weaknesses as well as likes and dislikes related to the particular area in which they are working.
7. The site mentor should provide meaningful work experience.
8. The site mentor should intermittently provide the practicum student with feedback as well as insight into the function of the office and/or practicum site.



GETTING STARTED IN A PRACTICUM

An initial meeting should occur between the student and the potential site mentor in which the student is provided with written materials that depict the nature and operations of the institution and specific activities and responsibilities required of the student at the practicum site. The agreement and its accompanying rights and responsibilities should be discussed fully and in specific terms with the site mentor and other relevant persons at the site whom the student may work with during the practicum.

Practicum students should ask for experiences that offer the maximum benefit in terms of knowledge acquisition and skill development. It is important that practicum students be included in general staff meetings, specific committee meetings, retreats, brown bag lunches, etc. General staff meetings frequently involve the sharing of work, projects, progress, problems, and the conducting of business matters, and are important aspects of how an office operates. In addition, retreats or support sessions encourage and foster personal and professional growth.

Students also attend a mandatory Practicum Orientation with the faculty practicum coordinator and other practicum students in August. This meeting sets the parameters of the practicum, and it also where the faculty practicum coordinator reviews the contract, approves, and signs. Once this occurs, the student can begin the practicum.

ETHICS AND CONFIDENTIALITY

Clear professional ethics are essential. Students should seek out and read the professional codes of ethics for their specific work site and the institutional codes of ethics contained in handbooks, catalogs, online, etc.

Confidentiality is a key to free and frank discussions. Matters discussed at the practicum site will be held in confidence and will not be discussed outside of the practicum site except when necessary with the faculty practicum coordinator. It is vital that the site mentor be aware that matters stemming from work in the practicum site may be discussed between the student and the faculty practicum coordinator.

ATTENDANCE POLICY

As the practicum is both experiential and interactive, it is important that students attend all scheduled hours and meetings at the practicum site. However, it is understood that events may occur that prevent the student from attending the practicum or a specific meeting on a particular day. If this does occur, it is imperative for the student to contact the site mentor or faculty practicum coordinator as soon as possible.



PRACTICUM RESPONSIBILITIES

Student responsibilities include, but are not limited to:

- seeking and securing a practicum site and site mentor;
- designing and developing at least three measurable goals with guidance from the site mentor;
- submitting all required forms to the faculty practicum coordinator for site approval;
- complying with all aspects and requirements outlined in the HIED 672 syllabus in regard to tasks, projects, time commitment, paperwork, deadlines/timelines, course requirements, other responsibilities, etc.;
- complying with all aspects and requirements of the practicum site; and
- contacting the faculty practicum coordinator in regard to any issues or concerns that occur at the site.

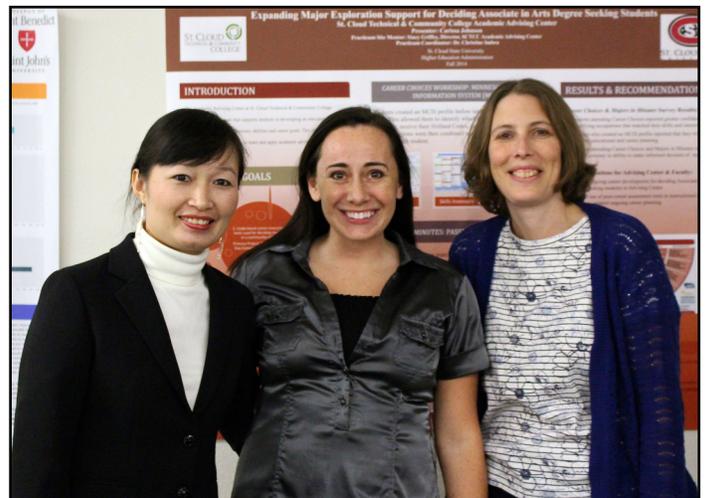
Site Mentor responsibilities include, but are not limited to:

- meeting with the student and assisting in the development of her/his learning goals;
- providing the student with an orientation session and introducing the student to others at the site;
- supervising the day-to-day activities of the student, assigning work and tasks, mentoring the student, and assessing the student's performance;
- documenting any problems/concerns/issues regarding student performance and/or professionalism;
- contacting the faculty practicum coordinator in regard to any issues or concerns involving the student that occur at the site; and
- assessing the student's competencies and dispositions



Practicum Coordinator responsibilities include, but are not limited to:

- approving the practicum site and site mentor;
- approving the three student learning goals;
- overall supervision of the student, the evaluation of work, and the assessment of student performance;
- working with the practicum student as s/he prepares for the Student Research Colloquium; and
- meeting with the practicum student and site mentor during the exit interview.



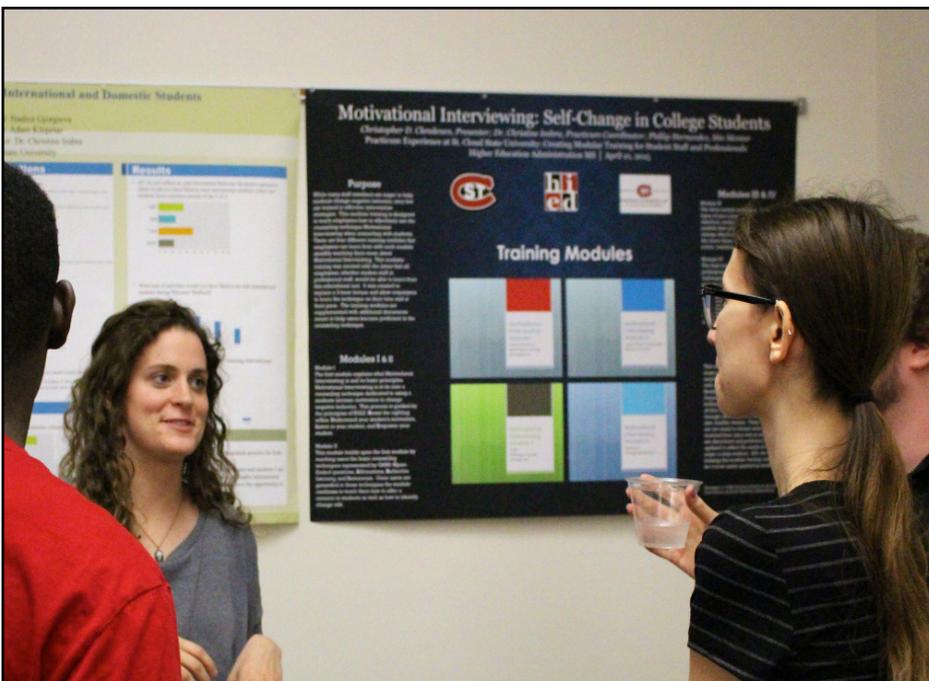
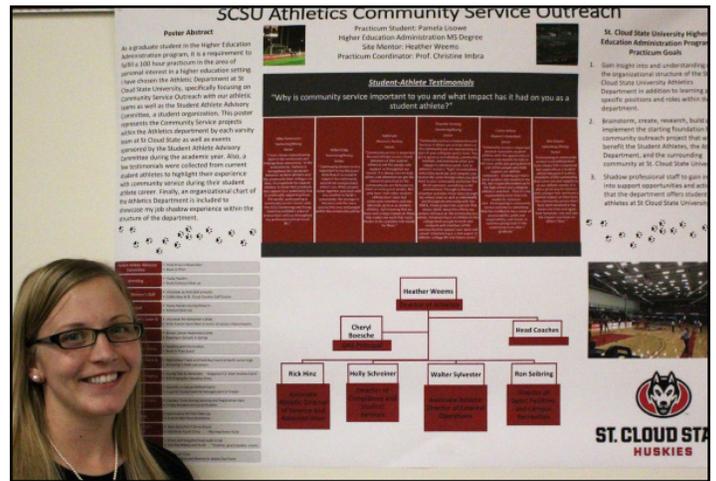
STUDENT RESEARCH COLLOQUIUM (SRC)

Each student who has completed the majority of their practicum hours (80 hrs/100 hrs, 120 hrs/150 hrs) will present their major practicum project at the SCSU Student Research Colloquium in April. All HIED practicum students will present at the morning Poster Session and each student is responsible for designing, developing, and creating their own individual poster according to the SRC guidelines.

While the poster is still in draft form, each practicum student should seek approval for the text, photos, and format contained in the poster from their site mentor and faculty practicum coordinator, to be sure the student includes all pertinent information, yet is not sharing any private or confidential information on the poster.

Once approval is given from the site mentor and faculty practicum coordinator, the student can print the poster and prepare for the Poster Session. This is a wonderful opportunity for students to gain experience presenting to a large audience in a safe and comfortable environment. The Poster Session can also be added to the student's resume as a professional presentation.

The student is responsible for meeting all deadlines and guidelines found on this site <https://www.stcloudstate.edu/src/Default.asp>



Practicum Hours

1. In order to complete the culminating experience (thesis, WCE, E-FOLIO, project) The student must have the majority of the practicum hours completed and have the exit interview scheduled or completed.
2. Students working full-time in HIED and who have higher education experience must work 100 hours at their practicum site. Students who work part-time and have little higher education experience must work 150 hours at their practicum site, with their approval for advisor.



**STATE OF MINNESOTA
MINNESOTA STATE COLLEGES AND UNIVERSITIES
ST. CLOUD STATE UNIVERSITY**

**MEMORANDUM OF AGREEMENT
FOR STUDENT PRACTICUM EXPERIENCE
HIGHER EDUCATION ADMINISTRATION PROGRAM**

This Agreement is made between the State of Minnesota acting through its Board of Trustees of the Minnesota State Colleges and Universities, on behalf of St. Cloud State University, St. Cloud, Minnesota (“the University”) and _____ (“the Site Mentor/Practicum Site”). This Agreement, and any written changes and additions to it, shall be interpreted according to the Laws of the State of Minnesota.

The purpose of this Memorandum of Agreement is to outline the terms of the practicum experience for the student of the University and to identify the responsibilities of the University and the Site Mentor/ Practicum Site.

A. THE PARTIES UNDERSTAND THAT:

1. The University has a Higher Education Administration Program (the “Program”) for qualified students enrolled in the University; and
2. The University has been given authority to enter into Agreements regarding academic programs; and
3. The Site Mentor/Practicum Site has facilities for providing a suitable practicum experience that meets the educational needs of students enrolled in the Program of the University; and
4. It is in the general interest of the Site Mentor to provide a Practicum Site where University students can learn and develop skills and qualifications needed to achieve the student’s occupational goals and satisfy the Program requirements while assisting in the development of higher education administrators; and
5. The University and the Site Mentor want to cooperate to furnish a practicum experience at the site for students of the University enrolled in the Program.

B. RESPONSIBILITIES OF EACH PARTY

1. The University agrees to:
 - a. make arrangements with the Site Mentor for a practicum experience that will support the student’s occupational goals and meet any applicable Program requirements.
 - b. receive periodic reports from the student, discuss the student’s performance and progress with the student and the Site Mentor as needed, and make a visit to the practicum site at the end of the practicum experience.
 - c. discuss with the Site Mentor any problems or concerns arising from the student’s participation.
 - d. notify the Site Mentor in the event the student is no longer enrolled in the Program at the University.
 - e. assist in the evaluation of the student’s performance in the practicum experience.

2. The Site Mentor/Practicum Site agrees to:

- a. cooperate with the University in providing a mutually agreeable practicum experience at the practicum site that supports the student's educational and occupational goals.
- b. collaborate with the student to create a statement of the student's learning goals and objectives to be accomplished through the practicum experience, a list of activities specific to meeting the determined goals and objectives, and a work schedule including days, times, and special dates/events.
- c. provide an orientation to the practicum setting and to the organizational environment.
- d. provide regular supervision meetings with the practicum student in order to enhance and support student learning.
- e. provide the student with appropriate work space.
- f. develop projects for the practicum experience with the student.
- g. provide specific duties for the practicum student.
- h. provide information and resources as appropriate to help the student complete the practicum experience in a successful manner.
- i. make suggestions for reading related to the practicum area.
- j. provide a statement on professional ethics and confidentiality for the student as it pertains to the practicum site and encourage the student to be ethical at all times.
- k. consult with the University about any difficulties arising at the practicum site that may affect the student's participation.
- l. notify the student and University if the Practicum Site does not cover the student for professional errors and omissions so the student is able to procure such coverage.
- m. assist in the evaluation of the student's performance, including the completion of a dispositions assessment, competencies assessment, and participation in an exit interview with the student and the practicum coordinator at the end of the practicum experience.

3. LIABILITY

Each party agrees that it will be responsible for its own acts and the results thereof to the extent authorized by law and shall not be responsible for the acts of the other party and the results thereof. The University's liability shall be governed by the provisions of the Minnesota Tort Claims Act, Minnesota Statutes, Section 3.732 et seq., and other applicable law.

4. TERM OF AGREEMENT

This Agreement is in effect from _____ or when fully executed, and shall remain in effect until _____. This Agreement may be terminated by giving at least seven (7) days advance oral notice to the other parties, with a follow up letter confirming termination delivered to the other party on or before the actual termination date, including reason(s) for termination.

5. FINANCIAL CONSIDERATION

- a. The University and the Site Mentor/Practicum Site each agree to bear their own costs associated with this Agreement and that no payment is required by either the University or the Site Mentor/Practicum Site to the other party.
- b. The Site Mentor/Practicum Site is not required to reimburse the University faculty or students for any services rendered to the Practicum Site or its customers pursuant to this Agreement.

6. CHANGES OR ADDITIONS TO THE AGREEMENT

Any changes or additions to this Agreement must be in writing and signed by authorized representatives of each party.

7. ASSIGNMENT

Neither the University nor the Site Mentor/Practicum Site shall assign or transfer any rights or obligations under this agreement without first obtaining the written consent of the other party.

8. AMERICANS WITH DISABILITIES ACT (ADA) COMPLIANCE

The Site Mentor/Practicum Site agrees that in fulfilling the duties of this Agreement, the Site Mentor/Practicum Site is responsible for complying with the Americans with Disabilities Act, 42 U.S.C. Chapter 12101, et seq., and any regulations promulgated to the Act. The University IS NOT responsible for issues or challenges related to compliance with the ADA beyond its own routine use of facilities, services, or other areas covered by the ADA.

9. MINNESOTA GOVERNMENT DATA PRACTICES ACT

The State of Minnesota has laws (the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13 (“the Act)) that classify the University’s written and electronic information as public, private, or confidential. Except as otherwise provided in law or University policy, data on students is private and may not be shared with any other party. If the Site Mentor/Practicum Site receives a request from a third party for any data provided to the Site Mentor/Practicum Site by the University, the Site Mentor/Practicum Site agrees to immediately notify the University. The University will give the Site Mentor/Practicum Site instructions concerning the release of the data to the requesting party before the data is released and the Site Mentor/Practicum Site agrees to follow those instructions.

10. STUDENT PRACTICUM EXPERIENCE AGREEMENT

The student assigned to a practicum experience at the Practicum Site shall be required to sign a Student Practicum Experience Agreement (attached to this Agreement and made part of it) before the student begins the practicum experience at the Practicum Site.

In signing this Memorandum of Agreement, we agree to work together to assist the student in learning and/or applying the tasks and skills identified. We understand that the Student Goals can be modified or dissolved at any time upon the mutual agreement of the Site Mentor and the University.

PRACTICUM SITE

ST. CLOUD STATE UNIVERSITY

Site Mentor

Practicum Coordinator

Title: _____

Title: _____

Date: _____

Date: _____

ATTACHMENT A
STUDENT TRAINING EXPERIENCE/INTERNSHIP AGREEMENT

Name of College/University: _____

Name of College/University Program ("the Program"): _____

Type of Training Experience/Internship: _____

Dates of Training/Internship: _____

Student's Name: _____ Phone #: _____

Average number of hours to be worked by the Student each week: _____

Facility Name and Address: _____

Location Where Training will Occur (if different from Facility's Address above): _____

Facility Representative's Name: _____ Phone #: _____

Activities/Job tasks and skills the Student will learn: _____

Tools and Equipment the Student will use: _____

STUDENT RESPONSIBILITIES

In exchange for the opportunity to participate in the training experience/ internship at the Facility, the Student agrees to:

1. Keep regular attendance and be on time, both at school and at the Facility's training site. The Student will promptly notify the Facility's training site if unable to report. The Student's placement will automatically terminate if the Student terminates his/her enrollment in the Program or is no longer enrolled as a student at the College/University.
2. Demonstrate honesty, punctuality, courtesy, a cooperative attitude, desirable health and grooming habits, desirable/required dress and a willingness to learn;
3. Furnish the coordinating College/University instructor with all necessary information and complete all necessary reports requested by the instructor. Submitting falsified reports is cause for immediate expulsion from the Program;
4. Conform to all rules, regulations, and policies including health, safety, and work environment of the Facility, follow all instructions given by the Facility and always conduct myself in a safe manner;
5. Consult with the College/University instructor/lab assistant about any difficulties arising at the Facility's training site;
6. Be present at the Facility's training site on the dates and for the number of hours agreed upon;
7. Not terminate his/her participation in the training experience at the Facility without first consulting with the College/University's instructor/lab assistant.

The Student also understands and agrees that:

- a. placement and participation in this training experience is not employment with the College/University or Facility;
- b. the Student is not covered by the College/University worker's compensation coverage;
- c. the Student will not receive any money or compensation or benefits of any kind from the College/University in exchange for his/her participation in the training experience.

The Student also understands that the Facility does not promise or guarantee any future employment for the student.

The Student understands that he/she is responsible for providing his or her own health insurance and for any and all medical expenses incurred by him/her related to any injury, loss or illness sustained by him/her while participating in the training experience at the Facility.

Student's Signature: _____

Student's Name (please print): _____

Date: _____

Name of Student's Parent (required for students under 18 years of age) (please print):

Parent's Signature: _____

Date: _____

_____ [Name of Institution], part of the Minnesota State Colleges and Universities system, is an Equal Opportunity employer and educator.

STUDENT PRACTICUM EXPERIENCE AGREEMENT

Practicum Student Name: _____

Telephone: _____

Email: _____

Practicum Semester and Year: _____

Site Mentor Name: _____

Site Mentor Title: _____

Site Location: _____

Site Address: _____

Site Mentor's Phone Number: _____

Site Mentor's Email: _____

Best means by which to reach the Site Mentor: _____

Best time to reach the Site Mentor: _____

Description of the Site: _____

Description of Placement Activities and Opportunities: _____

STUDENT PRACTICUM EXPERIENCE AGREEMENT

Practicum Student Name: _____

Practicum Site: _____

Using your Professional Development Plan and Disposition Assessment as guides, develop three learning goals for the practicum experience. Make them specific, measurable, action-oriented, realistic, and timely. For each one, include an outcome measure and a list of action steps or objectives with timelines for completion.

1. Goal: _____

Outcome Measure: _____

Action Steps: _____

2. Goal: _____

Outcome Measure: _____

Action Steps: _____

3. Goal: _____

Outcome Measure: _____

Action Steps: _____

Comments:

STUDENT PRACTICUM EXPERIENCE AGREEMENT

In exchange for the opportunity to participate in the practicum experience at the Practicum Site, the Student agrees to:

1. Keep regular attendance and be on time. The student will promptly notify the Site Mentor if unable to report. The student's placement will automatically terminate if the student terminates her/his enrollment in the Program or is no longer enrolled as a student at the University; and
2. Be present at the approved Practicum Site on the dates and for the number of hours agreed upon totaling 100 hours of work experience; and
3. Demonstrate honesty, confidentiality, courtesy, a cooperative attitude, and a willingness to learn; and
4. Act responsibly at all times and adhere to all University policies governing the practicum experience; and
5. Furnish the Practicum Coordinator with all necessary information and complete all necessary reports. Submitting falsified reports is cause for immediate expulsion from the Program; and
6. Conform to all rules, regulations, and policies including health, safety, and work environment of the Practicum Site, follow all instructions given by the Practicum Site, and always conduct self in a safe manner; and
7. Consult with the Practicum Coordinator about any difficulties arising at the Practicum Site; and
8. Not terminate her/his participation in the practicum experience at the Practicum Site without first consulting with the Practicum Coordinator.

The Student also understands and agrees that:

1. Placement and participation in this practicum experience is not employment with the University or Practicum Site; and
2. The student is not covered by the University worker's compensation coverage; and
3. The student will not receive any money or compensation or benefits of any kind from the University in exchange for her/his participation in the practicum experience other than three credits if the student completes 100 hours in a satisfactory manner.

The student also understands that the Practicum Sites does not promise or guarantee any future employment for the student.

The student understands that s/he is responsible for providing her/his own health insurance and for any and all medical expenses incurred by her/him related to any injury, loss, or illness sustained by her/him while participating in the practicum experience at the Practicum Site.

Student Signature

Date

Site Mentor Signature

Date

Practicum Coordinator Signature

Date



ST. CLOUD STATE UNIVERSITY™



St. Cloud State University values diversity of all kinds, including but not limited to race, religion and ethnicity (full statement at bulletin.StCloudState.edu/ugb/generalinfo/nondiscrimination.html). TTY: 1-800-627-3529. SCSU is an affirmative action/equal opportunity educator and employer. This material can be made available in an alternative format. Contact the department/agency listed above.

Disclaimer— The most current edition supersedes all previous versions of SCSU's Educational Administration & Leadership Ed.D. Program Handbook. Please check the program website for the most recent version. Every effort was made to ensure that information in this program handbook was accurate at the time of publication. All policies and other information are subject to change without notice and do not constitute an irrevocable contract between any student and St. Cloud State University.

Alternative Formats—Requests for the Program Handbook in alternative formats may be made by contacting the Office of Student Life and Development in Atwood Memorial Center 219, or by calling 320.308.3111.