

Practicum Check List



Proposal/Internship (should be completed during the 3rd semester)

Find the organization (can either be company SCSU has previously recommended or found on your own)

Schedule meeting with committee (at least 2 weeks in advance)

Present:

Organizational information

Description of job you will do (can either be a list from organization or one you develop)

Contact of direct supervisor at organization (name, phone number & email)

Learning goals for the internship (approximately 5-7 goals)

Internship:

Complete 200- 400 hours of work (goal is 300 hrs)

Keep a weekly log of activities you do on the job



Defense (should be completed during the 4th semester)

Portfolio:

Executive Summary (outlining what was done)

Large literature review about one significant experience from the job (literature should be an overview and best practices of the experience)

Describe overall experience

Discuss the gap between what was actually done and what is best practice (based on lit)

Summarize how your learning goals were reached

Include any other relevant materials that were used during the internship (i.e. samples of assessments you developed, data, etc)

Presentation (do NOT need a PowerPoint):

Describe overall experience

Discuss the gap between what was done and what is best practice

Justify why you did what you did

Summarize how learning goals were reached

The committee you present to will include 3 members: the advisor you choose to work with you on study, 1 faculty member from I/O and 1 faculty member from outside of program

A student cannot propose and defend during the same semester. Neither the proposal or defense can occur during finals week

Make sure to register for 3 credits / semester