Internships/practica are important, valued requirements of the CSP Program. They allow students to learn more about a specific service area and to gain experiences in the field while serving the field. This memorandum is designed to provide basic information about the practicum experience (HEA 599) and the forms to be completed in relation to the experience.

General Information:

1. Students must be accepted into the CSP Program to enroll in HEAM 599.

2. Students must complete 3 credit hours of HEAM 599 (three 90-hour experiences - 1 credit each OR one 90-hour (1 credit) plus one 180-hour (2 credit hours) experiences. It is recommended that you sign up for HEAM 599 for 3 hours of credit (version 1 or 2) irrespective of when you engage in the experiences.

3. Students may not complete a practicum at their current place of employment (full-time position, part-time position, or graduate assistantship) without special permission from the CSP Program Coordinator.

Forms:

1. Before beginning the experience, the Practicum Description Form must be completed by the student and proposed supervisor, returned, and approved by the CSP Program Coordinator.

2. The Mid-Term Evaluation requires that the student and supervisor meet to discuss the student’s progress. This form must be returned to the CSP Program Coordinator at the half-way point in the experience.

3. The Summative Evaluation also requires that the student and supervisor meet to assess the practicum experience. The form must be returned to the Program Coordinator at least two weeks before the end of the semester.

4. The student is responsible for completing the Intern Evaluation and submitting it with the Final Paper and Time Log to the CSP Program Coordinator at least two weeks before the end of the semester.
Final Paper and Time Log

The requirements for this paper are:

- A brief introduction (1-2 pages) providing descriptive information of the area, department, office, et. al., in which the practicum was completed.

- Reflections (3-6 pages) on the work the student did in the practicum and perceptions of what has been learned from the experience.

- A conclusion (1-2 pages) in which the student analyzes the contributions of this experience to her/his career goals and to their understandings of the field.

- A time log should be attached to the paper (date, times, activity/ies) showing how the required hours were spent.
COLLEGE STUDENT PERSONNEL PROGRAM
PRACTICUM DESCRIPTION FORM

Student:________________________________________________________

Phone:________________________________________________________

E-mail:________________________________________________________

Practicum Site:________________________________________________

Supervisor:____________________________________________________

Office Address:________________________________________________

City:________________________ State:_____ Zip:____________________

Phone:________________________

E-mail:________________________________________________________

When will you sign up for course credit?

Semester:______________ Year:______________ Credits:______________

When will you engage in the experience?

Semester:______________ Year:______________ Credits:______________

I. Proposed Timeline

How do you plan to meet the minimum time requirement?
II. Objectives

1.

2.

3.

4.

III. Activities

1.

2.

3.

4.

5.

6.

7.

8.

Supervisor’s Signature:

Student’s Signature:

It is the responsibility of the student to return this form to:

Dr. Norma T. Mertz
CSP Program Coordinator
315 Bailey Education Complex
Knoxville, TN 37996-3430
FAX: (865) 974-0135
Mid-Term Practicum Evaluation
CSP Student Practicum Experience

Student:_______________________________ Date:__________________________

Supervisor:____________________________ Phone:__________________________

Office/Practicum Experience:______________________________________________

1. Is the student meeting your expectations and those agreed to in the objectives? (Working regularly scheduled hours, completing projects in a timely manner, demonstrating a willingness to learn, etc.)

2. Is the student having an opportunity to grow in experience and responsibility?

3. I meet with the student regularly (formally/informally) to review his/her progress:
   _____ Yes _____ No

4. To date, I would rate the intern’s performance:
   Circle one: excellent  good  fair  poor

Supervisor’s Signature:____________________________________________________

Student’s Signature:______________________________________________________
Intern Evaluation
CSP Student Practicum Experience

Student:___________________________________________________________

Supervisor:________________________________________________________

Office/Practicum Experience:________________________________________

Please assess the nature and value of the practicum experience in which you engaged by circling the answer which best represents your view. The scale goes from 5 (strongly agree) to 1 (strongly disagree), and allows for circling NB if there was no basis for making the judgment.

1. The practicum experience allowed me to learn and grow.
   
   5  4  3  2  1  NB

2. The practicum allowed me to learn more about the area/field.
   
   5  4  3  2  1  NB

3. The practicum allowed me to do meaningful work.
   
   5  4  3  2  1  NB

4. The supervisor contributed to the value of the experience.
   
   5  4  3  2  1  NB

5. The practicum was a valuable learning experience.
   
   5  4  3  2  1  NB

6. I would recommend this internship to other CSP students.
   
   5  4  3  2  1  NB

Comments about the Practicum and how it might be improved.
Summative Evaluation
CSP Student Practicum Experience

Student:__________________________________________

Supervisor:________________________________________________

Office/Practicum Experience:_______________________________________

Please indicate your degree of agreement with each of the following statements by circling the number that best represents your assessment of the CSP student you have supervised. The scale goes from 5 (strongly agree) to 1 (strongly disagree), with NB for no basis for assessing this item.

1. The intern was reliable and I could depend upon her/him.
   
   5 4 3 2 1 NB

2. The intern made good use of his/her time in the experience.
   
   5 4 3 2 1 NB

3. The intern made a contribution to the work of the office.
   
   5 4 3 2 1 NB

4. The intern was open to learning and to feedback.
   
   5 4 3 2 1 NB

5. The intern worked effectively with students, clients, and staff members.
   
   5 4 3 2 1 NB

6. The intern has good communication skills.
   
   5 4 3 2 1 NB

7. The intern demonstrated good judgment.
   
   5 4 3 2 1 NB

8. I would recommend the intern for a position in the field.
   
   5 4 3 2 1 NB
Please identify the intern’s greatest strengths.

Please identify areas to which the intern might give greater attention.

Thank you for providing the experience for a student from the College Student Personnel program and for your continuing support to the program.

Comments about the Practicum and how it might be improved.