

University of Hawai'i-West O'ahu

SENIOR PRACTICUM GUIDELINES

STUDENT COPY

Keep this for your records

The following guidelines apply to practicum's within the State of Hawai'i and refer to both the process of conducting a senior practicum and what should be produced from the course. Practicums outside the State of Hawai'i will include additional requirements.

PROCESS

1. Faculty should make annual visits to practicum sites to ensure that the site continues to offer an appropriate practicum experience.
2. The faculty, student, and site supervisor must complete the UH West O'ahu Memorandum of Agreement that includes the functions, objectives, and tasks for the practicum experience. The Memorandum of Agreement describes the responsibilities and scope of assignments for the student and site supervisor.
3. The UH West O'ahu Memorandum of Agreement should be completed by the beginning of pre-registration the semester prior to enrollment in the senior practicum course.
4. Students must complete all prerequisites before registering for senior practicum courses unless exceptions are given by the discipline.
5. All faculty who teach or supervise senior practicums at UH West O'ahu must attend a mandatory workshop on Teaching the UH West O'ahu Capstone Courses prior to teaching or supervising the course. No faculty will be able to teach senior practicums without first having attended at least one workshop. All faculty, including those teaching senior practicums as classes and independent study, are required to attend at least one workshop.
6. Students and faculty should agree on (a) a well-defined set of goals and objectives, (b) scheduled meeting times, and (c) section and/or draft due dates before beginning work on the practicum. These agreements may be in the form of syllabi or written contracts.
7. Senior practicums must adhere to all writing-intensive guidelines.
8. Senior practicum students and faculty should hold a minimum of six structured meetings during a semester.
9. Students should work closely with faculty during all phases of the senior practicum. Responsibility for completion of the work rests with the students.
10. Students must submit a minimum of one outline and one draft of the senior practicum paper to the senior practicum class instructor (and the supervising faculty member when that faculty member is different from the class instructor) before submitting final papers.
11. Grades will be assigned by the faculty. The evaluation of the site supervisor will be taken into consideration; however, the site supervisor will not be asked to recommend a letter grade. Grades must be based on the following guidelines:
 - a. At least 40% of the grade on written products, per writing-intensive guidelines.
 - b. At least 10% of the grade on oral presentations.
12. When the senior practicum is taught as a class and when students work with a supervising faculty member different from the senior practicum class instructor, the grade will be given by the senior practicum class instructor in consultation with the supervising faculty member.

PRODUCT

1. Students must complete at least 160 hours of supervised experience with a minimum of 120 hours spent at the practicum site.
2. Students must complete regular journal entries about the practicum experience. The journal should include a log of hours, tasks completed, reactions to tasks, etc.
3. Students must complete a paper related to the senior practicum. The content and length of this paper are to be determined by the faculty.
4. Students must give an oral presentation about their practicum experience.

University of Hawai'i-West O'ahu
SENIOR PRACTICUM REGISTRATION FORM

Students interested in registering for a senior project course should submit this completed form to the instructor by the last day of registration for the term intended.

INSTRUCTOR COPY

Submit this completed form to the instructor for approval and a registration override

Name of Student (First and Last)	
UH ID Number	
Day Time Phone Number	
UH Email Address	
Semester & Year (e.g., Fall 2014)	
CRN (e.g., 65098)	
Course Alpha and Number (e.g., WI BUSA 490)	
Number of Credits	
Name of Instructor	

Student's Signature

Date

TO BE COMPLETED BY THE INSTRUCTOR

The student named above has my approval to enroll in my senior practicum course.

Comments (list any special conditions): _____

Instructor's Name (PRINT)

Instructor's Signature

Date

University of Hawai'i - West O'ahu
MEMORANDUM OF AGREEMENT FOR PRACTICUMS

INSTRUCTOR COPY

Submit this completed form to the instructor

I, _____, of _____,
Name of Practicum Site Supervisor Name of Organization

hereby agree to serve as a the practicum site supervisor for _____
Name of Practicum Student

during the period) ____ / ____ / ____ to ____ / ____ / ____.

I/We agree to the following:

1. Within the period specified above, provide the student with a minimum of 120 hours of supervised training and experience.

2. Orient the student to and familiarize them with the following functions: _____

3. Require the student to achieve the following objectives: _____

4. Require the student to complete the following tasks: _____

5. Communicate with the instructor regularly regarding the student's progress.

6. Inform the instructor in a timely matter if/when problem or difficulties arise.

7. Provide the instructor with two completed Practicum Supervisor's Evaluation Forms for the student's performance, one at mid-point and the other at the end of the practicum period.

8. Other: _____

Signature of Practicum Site Supervisor

Date

Name of Organization

Signature of Student

Date

Signature of Instructor

Date

University of Hawai'i - West O'ahu
PRACTICUM/INTERNSHIP ASSUMPTION OF RISK AND RELEASE

INSTRUCTOR COPY

Submit this completed form to the instructor

Student Name (First and Last)

Name of Course/Activity

Semester / Year

I have read and fully understand the written safety procedures and precautions that are part of the requirements for my participation in the above referenced course/activity, as well as those explained to me by my instructor (s), and I agree to strictly observe them; and I do for myself, my heirs, executors, and administrators hereby accept full responsibility for and indemnify, release, and discharge the University of Hawai'i, its officers, agents, and employees from any and all claims or actions for property damage and/or personal injury which may result from my failure to abide by these safety procedures and precautions, or from any inherent risk in the course/activity.

Student Signature

Date