

*University of Oregon,
Arts and Administration Program.*

PRACTICUM PACKET

**THIS PACKET CONTAINS MATERIALS REQUIRED
FOR COMPLETION OF THE PRACTICUM:**

- 1. IMPORTANT DUE DATES**
- 2. PRACTICUM MEMO**
- 3. AGREEMENT BETWEEN AAD PROGRAM AND
STUDENT**
- 4. AGREEMENT BETWEEN STUDENT AND
COMMUNITY PARTNER**
- 5. STUDENT SELF-EVALUATION**
- 6. SITE SUPERVISOR EVALUATION**

*For questions, please see Practicum Supervisor, Dr. Lori Hager,
At lhager@uoregon.edu, 541-346-2469, 251D Lawrence Hall,
University of Oregon, Arts and Administration Program.*

PRACTICUM PROCEDURES OUTLINE

IMPORTANT WINTER TERM DUE DATES:

**First Friday of Classes
October 2** **MANDATORY MEETING, LA 249, 9:00-10:00A.M.**
Learning Agreement Between AAD Program and Student

**Last Friday of Classes
December 4** **MANDATORY MEETING, LA 249, 9:00-10:00 A.M.**
Learning Agreement Between Student and Community Partner
Final Report
Student Self-Evaluation
Site Supervisor Evaluation

STEPS:

1. Meet with arts organization to discuss the terms of your Practicum. This may include starting and ending dates, responsibilities, duration (including how many hours per week, which equals the number of credits you are enrolled), and evaluation requests.
2. Fill out and sign the two Agreement forms, detailing your Responsibilities, Learning Objectives, and Demonstration of Learning:
 - a. Signed **Agreement between AAD Program and Student**,
 - b. Finalize agreement with Community Partner, have them sign the **Agreement Between Student and Community Partner**
3. Sign up in the pink Practicum notebook located in the AAD office.
4. Email me to let me know that you are registering for practicum and have put the signed paperwork in my box. Once I receive the signed and completed paperwork, I will authorize you to register for the Practicum credits.
5. **Attend mandatory meeting, First Friday of Class, LA 249 9:00-10:00.** Bring completed and signed forms. All Paperwork due Friday, October 2, 2009.
6. Give your Community Partner a copy of the Agreement and a blank **Supervisor's Evaluation** form.
7. **Attend mandatory meeting, Last Friday of the last week of classes, LA 249, 9:00-10:00.** Bring signed Final Report and Evaluations.
8. Supervisor's Evaluations are due December 4. They may email me a copy, or send one with you.
9. Turn in your self-evaluation
10. Turn in your reflective paper – All Paperwork due Friday, December 4.

PRACTICUM MEMO

TO: Students Enrolled in AAD 409 & 609
FROM: Dr. Lori Hager, Assistant Professor, and
Practicum Coordinator
lhager@uoregon.edu
SUBJECT: Practicum Course Requirements

Welcome to your Practicum for the quarter. I trust that you will enjoy your learning experience. Here is the information that you will need to successfully complete the assignments associated with the Practicum course. You must adhere to due dates in order to receive course credit. You are required to complete **three clock hours per week for every one-credit of Practicum** (e.g., a 3 credit practicum means 9 hours per week; a 4 credit Practicum means 12 hours per week; and so on). Most students find it useful to keep an informal log of their time during the term.

PRACTICUM FORMS--due the first Friday of the quarter

There are two required Practicum forms that must be turned in to me before you can register and begin counting your Practicum hours. The first form is called the Participatory Learning Experience Agreement Between Arts & Administration Program and the Student. My signature on this form means you are officially approved to register and begin your Practicum. The second required form is called the Participatory Learning Experience Agreement Between the Student and the Community Partner. You will note that this form asks for much of the same information, but on this form, you and your Site Supervisor are required to sign. This second form is also turned in to me. Be sure to make copies of both forms for your records and for your Site Supervisor. **You will turn in the original completed and signed forms no later than during the mandatory meeting the beginning of the quarter, at which time you will be cleared to register.** You must sign into the pre-authorization book located in the AAD office, LA 251E. If you wish to register before this date, you may turn your completed and signed forms into my faculty box in the AAD office.

Completing the Categories on the Form:

- Position Description lets you briefly describe what your tasks will be at the site where you have chosen to complete your Practicum. This will likely be defined as a result of you talking to site personnel about your Practicum opportunity.
- Learning Objectives are very important for you to think about and identify. Identifying what you hope to learn from your Practicum is important for two reasons:
 - (1) it provides you with an immediate answer when your supervisor asks you why you are interested in this position, and

- (2) your objectives serve as benchmarks when measuring your learning for your Practicum Report. The number of objectives you need to develop is dependent upon the number of credits you are taking in the Practicum. Follow this formula:

1-2 credits = 2-3 objectives

3-4 credits = 3-5 objectives

5-6 credits = 5-7 objectives

- Demonstration of Learning: Indicate evidence for completing your learning objectives. This may include projects you completed for the organization, such as video, brochures, newsletter, etc. Part of the Practicum requirement is to complete a written paper (i.e., Practicum Report) at the conclusion of the term, so you will need to state that in this category. (Please note that there is additional information about the Practicum Report assignment later in this memo.)
- Responsibilities of Supervisor for Community Partner: Indicate that your Site Supervisor will oversee your work and complete an evaluation of your work using the Site Supervisor's Evaluation Form. You will also want to indicate what you and your supervisor have discussed regarding their role in supervising your participation in the organization for the duration of your practicum.

PRACTICUM EVALUATION --due by the last Friday of classes

Evaluation is an important part of the Practicum learning. For this assignment, we use two different but similar forms. Both are included in this packet. One form is for you to complete and the other form will be completed by your Practicum Site Supervisor. The purpose of the evaluation process is to provide a mechanism for evaluation and feedback of the practicum experience.

Practicum Supervisor's Evaluation. Your Practicum Supervisor may or may not choose to share their evaluation of you with you; you may or may not choose to share yours with them. You should let them know that is part of the process of gaining academic credit for the Practicum, and make sure that they have the form. They may mail the completed form directly to me. It is not your responsibility to require your supervisor to evaluate you. Of course, we hope that they will, and most do, but I will nudge them to respond and only ask you to remind them when the time is near.

Student's Self-Evaluation. Your ability to evaluate your own progress is an important skill for you to develop and practice. It is your responsibility to formally evaluate yourself. It helps to relate back to your original Learning Objectives and the purpose of the practicum. Reflect upon your personal learning process. Remember, Practicum Evaluations are due no later than Friday, Monday June 9.

THE PRACTICUM REPORT -- due by the last Friday of classes

You will need to complete a written narrative report about your Practicum experience. The length of your Practicum Report is based on the number of learning objectives you developed and the number of credits of Practicum you took. The formula is:

1-2 credits = 2-3 objectives = 2-3 typed double-spaced pages

3-4 credits = 3-5 objectives = 3-5 typed double-spaced pages

5-6 credits = 5-7 objectives = 5-7 typed double-spaced pages

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When writing your report, focus on what you learned during your Practicum. You will not be judged on whether or not you actually met your Learning Objectives. After all, they were developed prior to you starting your Practicum and served as your learning guide. My guess is that you learned other things in addition to, and/or instead of, as you interacted “on the job” at your Practicum site.

Your final report will demonstrate that you know what you learned and that you can organize and edit your thoughts. Please address the following:

- What helped and hindered your progress toward your learning objectives.
- What surprised you in your work, and in the organization.
- In what ways were you able to progress steadily toward your anticipated demonstrations of learning. If you had planned to demonstrate your learning in certain ways, and were unable to, reflect on what you think happened to impede the progression.
- What did you like about the practicum.
- What would you do differently next time.
- What suggestions would you have for the organization to help improve your practicum experience.

Please contact me with any questions. I look forward to supporting you as you move toward meeting your learning goals.

Participants With Disabilities: If you have a documented disability and anticipate needing accommodations in this course, please make an appointment with me during the first week of the term. Please request that the Counselor for Students with Disabilities send a letter verifying your disability. Disabilities may include (but are not limited to) neurological impairment; orthopedic impairment; traumatic brain injury; visual impairment; chronic medical conditions; emotional/psychological disabilities; hearing impairment; and learning disabilities.

Course Conduct: Participation in this class assumes that the dignity and essential worth of all participants is respected; the privacy property, and freedom of participants will be respected; bigotry, discrimination, violence, or intimidation will not be tolerated, and personal and academic integrity is expected.

Finally, the Arts & Administration Program Office is in Lawrence Hall Room 251E, my office is located in Lawrence Hall Room 251D and office hours will be posted early Fall term. My phone number for voicemail messages is 541-346-2469, and my email address is lhager@uoregon.edu. Please let me know if you have any questions or concerns.

Have a positive learning experience!

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*Participatory Learning Experience Agreement Between the
Arts & Administration Program and the Student
Due October 2*

STUDENT INFORMATION

First Name _____ Last _____ M ____ Student ID No. _____

Address: _____ Apt. # _____ City _____ State _____ Zip _____

Phone number (____) _____ Email address

_____ @ _____

Begin date _____ End date _____ Hours per week _____ Total hours

Term/Year _____ Course number _____ CRN _____ Number of credit hours _____

COMMUNITY PARTNER INFORMATION

Organization Name _____

Address: _____ City _____ State _____ Zip _____

Site Supervisor Name _____ Site Supervisor Title _____

Phone Number (____) _____ Email

_____ @ _____

POSITION DESCRIPTION:

LEARNING OBJECTIVES (Please list)

DEMONSTRATION OF LEARNING (e.g., written paper, video, performance)

SIGNED

Student _____ Date _____

Faculty/Dept. Supervisor _____ Date _____

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*Participatory Learning Experience Agreement
Between the Student and the Community Partner,
Due October 2*

STUDENT INFORMATION

First Name _____ Last _____ M ____ Student ID No. _____

Address: _____ Apt. # ____ City _____ State _____

Zip _____

Phone number (____) _____ Email address _____

FACULTY/DEPT. SUPERVISOR _____ Phone _____

COMMUNITY PARTNER INFORMATION

Organization Name _____

Address _____ City _____ State ____ Zip _____

Site Supervisor Name _____ Site Supervisor _____

Title _____

Phone Number (____) _____ Email _____

_____ @ _____

Begin date _____ End date _____ Hours per week _____ Total hours _____

POSITION DESCRIPTION

LEARNING OBJECTIVES (Please list)

RESPONSIBILITIES OF SUPERVISOR FOR COMMUNITY PARTNER (e.g., written evaluations, letter of recommendation, number of meetings during the term)

UNIVERSITY'S LIABILITY "The student is not an employee of the University. Any compensation arrangements made between the 'Community Partner' and the student are outside of this Agreement. Except for any special arrangements specifically documented in writing prior to the beginning of the PLE and made part of this agreement, the student is responsible for her/his own transportation, parking, and any expenses associated with the PLE.

The Oregon Tort Claims Act (ORS 30.260 - 300) permits the University to accept responsibility only for the acts of its officers, employees and agents. Since a student participating in a PLE does not qualify as any of those persons, the University is prohibited from accepting any liability for the acts, omissions, and conduct of students in a PLE and is prohibited from providing coverage with State Accident Insurance or other workers' compensation, liability insurance, or unemployment insurance. 'Community Partner' agrees it is the 'Community Partner's' responsibility to determine what provisions or actions are necessary to fulfill any liability and workers' compensation obligations created by its participation in a PLE."

SIGNED: Student _____ date _____

Community Partner Supervisor _____ date _____

UNIVERSITY OF OREGON
Arts & Administration Program
STUDENT'S Self-Evaluation of the PRACTICUM
Due December 4

Name _____ Dates Worked _____
Practicum Assignment _____
Agency/Organization _____
Supervisor _____ Title _____
Address _____ City _____ Zip _____
Phone_(____) _____ Email _____

Brief description of work performed:

Self-evaluation of your work performance:

Concerns, comments, or questions you have:

Your Signature _____ Date _____

Return to Dr. Lori Hager, UO Lawrence Hall AAD Office, (541) 346-52469, lhager@uoregon.edu

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UNIVERSITY OF OREGON ARTS AND ADMINISTRATION PROGRAM
Site SUPERVISOR'S Evaluation of the PRACTICUM STUDENT
Due December 4 (via email, snail mail, or student)

Name _____ Dates Worked _____
Practicum Assignment _____
Agency/Organization _____
Supervisor _____ Title _____
Address _____ City _____ Zip _____
Phone_(____) _____ Email _____

Brief description of work performed:

Brief evaluation of student's work performance:

Site Supervisor's Signature _____ Date _____

Thank you very much for overseeing the work of this student. If you have any questions or comments, please contact Dr. Lori Hager at the University of Oregon, Lawrence Hall-AAD Office, Eugene, OR. 97403-5230, (541)346-2469, lhager@uoregon.edu.

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