



College Student Development and Counseling Program
Department of Counseling and Applied Educational Psychology
Bouvé College of Health Sciences, Northeastern University



Practicum Learning Contract

Student Name:

Email:

Phone:

Address:

Proposed Practicum Site:

Office or Functional Unit:

College or University:

Proposed Field-site Supervisor:

Position/Title:

Email:

Phone:

****Any changes in supervision require revising Form A and must be approved by your Practicum Instructor.***

Job Description:

The Job Description is a brief summary of the proposed learning experience that will be used for future generations of CSDC students to guide them in finding a practicum site. Your proposed site may already have a job description or you may have to write your own if this is new site. This should read much like a formal job description found on the web or in a newspaper.

Personal and Professional Interest in Learning Experience:

Paragraph 1: Explain why you are personally interested in the proposed practicum site. What experiences have you had in the past that draw you to this functional unit/type of work/institution? Why the proposed site? Why the proposed type of work? Why the proposed institution? If you have had no exposure to the functional unit/type of work/institution, and are genuinely interested in exploring something new, then simply state that perspective. This paragraph is intended to allow you to share a bit of your history with the proposed practicum site supervisor.

Paragraph 2: Explain how this learning experience will develop and benefit you professionally. What can be gained by working in the proposed functional unit/type of work/institution? What value does this type of work bring to the profession of Counseling and Student Affairs? Balance what you can gain from this experience while complimenting the functional unit/type of work/institution's contribution to the profession. You do not need to state your learning outcomes in this paragraph; rather this paragraph sets the stage very nicely for revealing them in the next section.

Plan for Achieving and Measuring Learning Outcomes:

Learning Outcome #1:

Draft a specific and measurable learning outcome for your practicum experience for either yourself or the students you intend to work with in the coming year.

(Downloaded & Adapted from <http://essp.csUMB.edu/internships>):

This paragraph is intended to clearly state your case regarding what you expect to gain professionally from this experience. Set the bar high for what you expect to gain, as a low bar will result in a minimized learning experience from the outset.

Be sure to develop outcomes that state what you can “do” as a result of your experience. Outcome statements should use action verbs that describe observable and measurable behavior that demonstrates mastery of the outcome. Outcome statements should focus on the results of learning rather than the process. Use strong action verbs such as “analyze”, “assess”, “coordinate”, “produce”, “survey,” and avoid using statements such as “to learn about...” or “to participate in...” or “to study...” If an outcome statement creates a common understanding of what is expected then it is probably a good statement. If it doesn’t, then it needs to be revised. As you develop your outcome statements consider some of these key action verbs:

analyze	create	implement	replace
apply	critique	improve	report
articulate	define	increase	reproduce
assemble	defend	infer	research
assess	demonstrate	integrate	restructure
build	describe	interpret	revise
calculate	design	maintain	separate
categorize	develop	manipulate	summarize
classify	differentiate	modify	supervise
combine	discriminate	operate	survey
compare	distinguish	perform	test
compose	establish	plan	train
compile	estimate	predict	translate
compute	experiment	prepare	update
conclude	evaluate	produce	use
conduct	explain	propose	
construct	formulate	recommend	
contrast	identify	reorganize	
coordinate	illustrate	repair	

Activities for Achieving Learning Outcomes (Downloaded & Adapted from <http://essp.csUMB.edu/internships> on 2.22.2006):

Outcome statements describe observable and measurable behavior and learning activities statements describe the process you will engage in to develop the knowledge and skills needed to achieve the learning outcomes. You need to specify the activities that you will undertake to accomplish each of your learning outcomes and these activities must align with the learning outcome that they address. If they don’t align you should talk to your supervisor and practicum instructor about adjusting your activities or revising your outcomes.

Measurement of Learning Outcome #1:

Please concisely state the evidence you will produce during your practicum experience and the criteria by which your efforts can be evaluated for quality.

(Downloaded & Adapted from <http://essp.csUMB.edu/internships> on 2.22.2006):

Evidence is some type of “product” or “documentation” that you will produce during your learning activities that demonstrate accomplishment of your learning outcomes. It is also something that can be evaluated for quality using some form of criteria (see next section). These products can take various forms such as written reports, journals, program evaluations, web pages, data bases, curriculum proposals, presentations, performances, video or audio tapes, etc. In developing statements of evidence please describe what you will produce to demonstrate the achievement of each of your outcomes.

Criteria are standards by which your evidence can be evaluated for quality. Criteria define what constitutes high quality work. Good criteria enable someone who evaluates your evidence (e.g. you, your site supervisor or instructor) to accurately determine if you have done high quality work. You should strive for about 2-3 criteria for each outcome. Here are some key words that might be useful in describing your criteria:

- Accurate
- Aesthetics
- Analytical
- Appropriate
- Authentic
- Clear
- Comprehensive
- Depth of understanding
- Discrete
- Ease of use
- Effective
- Informative
- Organized
- Participatory
- Prepared
- Reflective
- Relevant
- Useful

Because these key words may have a range of meanings it's important to also provide a brief definition of each key word so the meaning is clear to everyone. For example if you state that your evidence needs to meet the criteria of being accurate, aesthetically pleasing, appropriate, effective, participatory, reflective, and well organized, you should define these terms. This may look like the following:

- Accurate: Material is presented without errors or misinterpretation.
- Aesthetically pleasing: Products are visually appealing to partners and public.
- Appropriate: Intended audiences are able to utilize the information.
- Effective: Has the desired impact for the intended audience.
- Participatory: Effectively interacts with intended audience.
- Reflective: Shows thoughtful and self-analysis of situations.

Learning Outcome #2:

Measurement of Learning Outcome #2:

Learning Outcome #3:

Measurement of Learning Outcome #3:

Support Needed to Meet Learning Outcomes for Practicum Experience:

Please state the resources will you need to meet the outcomes listed above. These could include either financial, another individual's time, or specific training. You might address the following areas:

Financial Resources (Optional)
Weekly Meetings with Supervisor
Specified Project Time
Support of Being Included in Meetings with Others
Training on Specific Issues
Support in Creating Assessment Tools

Site Schedule:

This section addresses the manner in which you are proposing to allocate your 300 required hours for the academic year. Please address the approximate number of work hours per week, hour of day expected (e.g. days vs. evenings), allocation of time towards specific projects (e.g. career counseling vs. resume critiques), hourly adjustments at specific times of the year, and if possible, the days and times you expect to work.

Professional Requirements and Competencies:

As applicable, please address issues such as appropriate dress for practicum site, timeliness, as well as expectations for participation and flexibility.

“As a student affairs professional in training, I am responsible for promoting students' learning and development, enhancing the understanding of student life, and advancing the profession and its ideals. As a new professional in training, I possess the knowledge, skills, emotional stability, and maturity to fulfill my practicum responsibilities as outlined through the aforementioned learning outcomes. I understand that high levels of professional competence are expected in the performance of my duties and responsibilities. I also understand that I am ultimately responsible for the consequences my actions or inaction. *(Downloaded & Adapted from www.myacpa.org).*”

Signatures Approving Proposed Learning Experience and Job Description:

Student's Signature: _____ Date: _____

NU Practicum Advisor's Signature: _____ Date: _____

Field Site Supervisor's Signature: _____ Date: _____

Off-campus practicum sites only:

As a Northeastern University student requesting to enter an **off-campus** learning experience, it is vital that you review the latest information about

Universal Precautions/Safe Practices. Updated information can be found at:
<http://www.cdc.gov/ncidod/hip/Blood/UNIVERSA.HTM>.

In addition, as a Northeastern University student, you are also reminded of your obligation to provide evidence of a recent (within 1 year) PPD, appropriate follow-up and positive titers for Hepatitis B, measles, mumps, and rubella to your practicum site supervisor. This information is available at Northeastern University's Lane Health Center. Your signature below indicates that you have reviewed all information contained in the previous paragraphs.

Student Name

Student Signature

Student E-mail

Student Phone

Practicum Site Supervisor Name

Practicum Site/Office

Practicum Site Supervisor E-mail

Supervisor Phone

Primary Mailing Address of Practicum Institution *(please do not use the practicum site supervisor's mailing address rather the main address of the institution)*

c/o Legal Affairs

Contracts will be prepared by the Main Office, and then forwarded to University Counsel.

After the contract has been signed, the original and a copy will be forwarded to the University Counsel at the practicum institution for signature.

The practicum institution will sign both copies, and return one for our files. A log will be kept in the main office. All contracts will be kept in the main office. Please allow at least two weeks for this process to occur.

Please return this completed form to Dr. George F. Thompson, 203 Lake Hall.

For Office Use:

Riders to be attached to Northeastern University Agreement for Practicum Experience:

“A” – College Student Development and Counseling Rider