

Guidelines for Practicum Final Report

Each student must schedule a meeting for the Final Report with the Practicum Director within 7 days of completing their Practicum or by the start of the exam period, whichever comes first.

Format: Oral Report (1hr meeting with prepared notes) OR 10-pages double-spaced pages. Written texts will adhere to basic manuscript rules (the APA, MLA or other standard style is suggested) and be free of grammatical, spelling, and formatting errors.

Submission: The Final Report should be scheduled or submitted with the Practicum Director within 7 days of completing the Practicum or by the start of the exam period, whichever comes first. All signed Timesheets should be submitted at the same time as the Final Report.

Note: Final Reports are confidential and not shared with the Practicum organization or On-Site Supervisor. Host organizations can request their own Final Reports, which should be included in the 100 hours of tasks and listed in the Practicum Agreement Form.

Objective: To provide students an opportunity to reflect on the work of developing projects and working within an organization.

Instructions: In the Final Report, you are expected to reflect on the larger significance of your Practicum experience, connecting on-site learning with your learning in sexuality through coursework and other learning opportunities. The Final Report should be a self-reflection rather than an assessment of the organization itself. You should reflect on your own role in relation to the Practicum project, the outcomes, the experience, and the relationships built through the project across the start of your Practicum, throughout your placement, and at the conclusion of your project. You can express your point of view, but this should be connected to your overall learning in the sexuality major. Your Final Report should connect to concepts, theories, texts, and methods that you engaged with throughout your courses in Interdisciplinary Studies in Sexuality. This means you are expected to cite and engaged with readings completed in previous course work in your Final Report, including discussing courses, readings, scholars, etc. that helped prepare you for Practicum and informed the work you did during this placement.

The format of the final report may be discussed and negotiated with the Practicum Director, however, as much as possible, the Practicum Final Report should include the following parts and take into account the following guidelines:

1. **Acknowledgements:** Who supported your work and placement?
2. **Introduction:** (1/2 page or approx. 5min)
 - a. Why did you choose this Practicum in particular, why this site?
 - b. What were your learning objectives for the Practicum?
 - c. Provide a quick overview of what you'll discuss in the Final Report
3. **Report:** (8 pages or approx. 40min)

Use the following prompts as guidelines. You are not required to answer every single prompt; however, you may find it easier to complete the Final Report using these headings.

 - a. Throughout your Report, make links between the Practicum and the courses taken as part of their sexuality major:

- i. What learnings (concepts, theories, methods, thematic knowledge related to sexuality, etc.) from your courses were helpful for the Practicum activities?
 - ii. Cite relevant and related scholarly texts from other courses taken in sexuality. This section should develop a substantial engagement with the scholarly field of sexuality studies.
 - iii. Ensure you cite using author-date and page numbers (a list of your citations may be requested in an oral report).
- b. Description of the Practicum location:
 - i. Describe the organization you worked with for your practicum, what kind of organization is this, what communities does it serve?
 - ii. Is the organization by-and-for the community it serves, or is it an organization that provides services to a targeted community?
- c. Description of the project carried out during the Practicum:
 - i. Discuss whether the project you worked on was part of a larger mission at the organization, or was it a project that built something different or new?
 - ii. Was this project something that filled a need at the organization, or was it supplemental and complementary to the work already going on at that organization?
 - iii. Did you develop and propose this project, or was it led by the organization?
 - iv. Explain the project and your role in it.
 - 1. Explain the pace and schedule of your Practicum.
 - 2. Is this project finite (i.e. it will end when you finish your Practicum) or is it an ongoing project (i.e. that will continue once you are no longer in Practicum)?
 - a. If the latter, what was your role in this work compared to the work that will continue?
- d. Assessment of the activities completed:
 - i. Discuss the activities and work you completed as part of your Practicum?
 - ii. Describe your role and the roles of the people you worked with in completing these activities.
 - iii. Reflect on what worked and didn't work for your role in completing these activities.
 - iv. What was accomplished through your Practicum project and how significant was the impact of this project on the organization?
 - v. Discuss the possible barriers, challenges, or limitations that may have emerged in your Practicum, tie these into a larger reflection on systemic conditions that may have influenced the barriers/challenges/limitations.
- e. Assessment of impact on student:
 - i. How successful was the Practicum in helping you relate to your academic interests and your understanding of sexuality?
 - ii. To what extent did the Practicum contribute to your development of your sense of self as a professional?
 - iii. What skills (i.e., intellectual, theoretical, thematic, research, personal, social, and citizenship skills) did you have the opportunity to developed through the Practicum?
- f. Assessment of impact of Practicum on the site/organization:
 - i. Reflect on whether your Practicum project was part of the core programming/infrastructure for this organization, or whether it developed a

- supplemental and complementary project.
- ii. Discuss what direct or indirect effects your Practicum project and activities had on the communities serviced by, or accessing, the organization/Practicum site.
- g. Reflection on your relationship with the organization and On-Site Supervisor:
 - i. Discuss how you built your relationship with your On-Site Supervisor from the start to end of your Practicum.
 - 1. Did you receive any specific training or orientation to the organization?
 - 2. Were there other people who helped situate you within the organization and the Practicum project?
 - ii. How did you and your On-Site Supervisor negotiate your role at the organization?
 - 1. Were there boundaries or specific guidelines that you were asked to follow?
 - 2. Reflect on how you expressed your own needs, feelings, interests regarding your Practicum with your On-Site Supervisor.
 - iii. How closely did you work with your On-Site Supervisor?
 - 1. Was your project more autonomous and independent, or integrated into the work your On-Site Supervisor is responsible for at the organization?
 - iv. Discuss what worked well and what challenges you may have faced in building a positive relationship with your On-Site Supervisor.
 - 1. Would you consider returning to this organization for future work, collaboration, or employment?
 - 2. Is this supervisor someone you would turn to for letters of recommendation or a reference?
- 4. **Conclusions:** (1/2 page or approx. 5min)
 - a. Summarize your Practicum experience in a sentence.
 - b. Offer an overarching conclusion on the Practicum project and experience.
 - c. Are there next steps for you or the organization?
 - d. What is your overall perspective on the impact of the Practicum in your undergraduate experience and in your professional training?
- 5. **List of References** (Provide a list of references to scholarly sources discussed in your Final Report)
- 6. **Appendices** (signed Practicum Time Sheets)

FINAL REPORT EVALUATION 50%**PREPARATION (10%)**

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- Report was well prepared, with notes that the student followed to ensure all points were covered.
- Report was clear and easy to understand.
- It was clear what project(s), impact(s), and role(s) the student engaged in during the placement.

REFERENCES & CITATIONAL PRACTICES (10%)

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- Used appropriate texts, authors, and readings from previous course work to support the discussion and analysis of the paper.
- Accurately cited the authors using both direct quotes and paraphrasing.
- Bibliographic references were complete and consistent.
- Made proper reference to the authors whose ideas informed and helped shape the critical writing and analysis made throughout the paper.

REFLECTION (10%)

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- Connected explanation of Practicum activities and experiences to overall learning from coursework and/or experiences in the sexuality program.
- Demonstrated self-reflection on student's own role in shaping experiences from the Practicum, assessing the personal impact the Practicum had.
- Made connections between student's self-reflection and the theories, concepts, and ideas in sexuality studies.

ASSESSMENT (10%)

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- Described and assessed both the project completed for the Practicum and the overall experience of activities completed throughout the placement.
- Discussed and assessed the impact of the Practicum on the host organization and/or constituents of that organization.
- Reflected on the student's relationship overall to the role of this organization and On-Site Supervisor

CRITICAL ANALYSIS (10%)

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- Incorporated—and engaged with—theories, concepts, ideas, and referenced authors in sexuality studies.
- Made connections between experiences, observations, assessments, and descriptions with relevant and compelling theories and concepts.
- Offered insightful analysis with compelling arguments throughout the final report.

FINAL REPORT GRADE (50%)

/50

Comments:

FINAL REPORT ASSESSMENT BREAKDOWN

Explanation of how the final report is assessed based on the criteria in each category.

A+	10	Exceptional and Outstanding Work	<ul style="list-style-type: none"> • Report is compelling and concise • Developed sophisticated analysis and/or explanation • Made a compelling argument supported by evidence and/or examples
A	9	Excellent and Beyond Expectations	<ul style="list-style-type: none"> • Report is clear and concise • Developed a strong analysis and/or explanation • Made a compelling argument supported by evidence and/or examples
A-	8	Exceeded Expectations	<ul style="list-style-type: none"> • Report is clear and concise • Developed a strong analysis and/or explanation • Made a good argument supported by evidence and/or examples
B	7	Met Expectations	<ul style="list-style-type: none"> • Report is clear and concise • Developed a clear analysis and/or explanation • Made a good argument supported by evidence and/or examples
C	6	Did Not Meet Expectations	<ul style="list-style-type: none"> • Report required more work and revision • Developed some analysis but needs further explanation • Argument made needs more support using evidence and/or examples
D	5	Mostly Failed to Meet Expectations	<ul style="list-style-type: none"> • Report required substantively more work and revision • Analysis and explanations need more development. • Argument made missing supporting evidence and/or examples
F	0	Failed to Complete Practicum	<ul style="list-style-type: none"> • Report was difficult to understand • Missing an analysis or clear explanation • Arguments are outlined only as opinions with no connection to evidence and/or examples