

PRACTICUM STUDENT CHECKLIST

COMPLETE PRIOR TO PRACTICUM SEMESTER	
STEP 1	<input type="checkbox"/> Complete Pre-Practicum Survey (submitted to the Program Coordinator)
	<input type="checkbox"/> Schedule meeting with Program Coordinator DATE:
	<input type="checkbox"/> Register for SSDB 426 on SIS for the semester you'll complete the Practicum
	Select potential placements from Practicum opportunities or <input type="checkbox"/> Submit your student-generated opportunity to the Program Coordinator and introduce your potential On-Site Supervisor to the Program Coordinator
	<input type="checkbox"/> Complete <i>Practicum Agreement Form</i> with On-Site Supervisor <input type="checkbox"/> signed by On-Site Supervisor <input type="checkbox"/> submitted to the Program Coordinator, min. 7 days prior to add/drop deadline (ideally to be completed semester prior to Practicum)
COMPLETE DURING THE PRACTICUM	
STEP 2	<input type="checkbox"/> Complete pre-Practicum training with the Program Coordinator and Program Director
	<input type="checkbox"/> Fill out weekly <i>Timesheets</i> <input type="checkbox"/> Signed by On-Site Supervisor
	<input type="checkbox"/> Schedule Mid-Term Assessment DATE: <input type="checkbox"/> Signed by On-Site Supervisor
	<input type="checkbox"/> Complete Mid-Term Self-Assessment and submit to the Program Director
COMPLETE AT THE END OF PRACTICUM	
STEP 3	<input type="checkbox"/> Ensure On-Site Supervisor submits <i>Final Evaluation</i> directly to the Program Coordinator DATE: (Deadline: 7 days after end of Practicum)
	<input type="checkbox"/> Ensure all <i>Timesheets</i> are signed by your On-Site Supervisor DATE: (Deadline: 7 days after end of Practicum)
	<input type="checkbox"/> Submit <i>signed Timesheets</i> to the Practicum Director, with a copy submitted to the Program Coordinator DATE: (Deadline: 10 days after end of Practicum)
	<input type="checkbox"/> Scheduled meeting for Final Report with the Practicum Director DATE: (Deadline: 7 days after the end of Practicum or by the start of the exam period, whichever is first).