**Practicum STUDENT CHECKLIST**

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| **COMPLETE PRIOR TO PRACTICUM SEMESTER** |
| STEP 1 | [ ]  | Complete Pre-Practicum Survey (submitted to the Program Coordinator) |
| [ ]  | Schedule meeting with Program Coordinator  | DATE:  |
| [ ]  | Register for SSDB 426 on SIS for the semester you’ll complete the Practicum |
| [ ]  | Select potential placements from Practicum opportunities orSubmit your student-generated opportunity to the Program Coordinator and introduce your potential On-Site Supervisor to the Program Coordinator |
| [ ]  | Complete *Practicum Agreement Form* with On-Site Supervisor  |
| [ ]  | signed by On-Site Supervisor |
| [ ]  | 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 | [ ]  | Complete pre-Practicum training with the Program Coordinator and Program Director |
| [ ]  | Fill out weekly *Timesheets*  |
| [ ]  | Signed by On-Site Supervisor |
| [ ]  | Schedule Mid-Term Assessment | DATE:  |
| [ ]  | Signed by On-Site Supervisor |
| [ ]  | Complete Mid-Term Self-Assessment and submit to the Program Director |
| **COMPLETE AT THE END OF PRACTICUM** |
| STEP 3 | [ ]  | Ensure On-Site Supervisor submits *Final Evaluation* directly to the Program Coordinator(Deadline: 7 days after end of Practicum) | DATE: |
| [ ]  | Ensure all *Timesheets* are signed by your On-Site Supervisor(Deadline: 7 days after end of Practicum) | DATE: |
| [ ]  | Submit *signed Timesheets* to the Practicum Director, with a copy submitted to the Program Coordinator(Deadline: 10 days after end of Practicum) | DATE: |
| [ ]  | Scheduled meeting for Final Report with the Practicum Director(Deadline: 7 days after the end of Practicum or by the start of the exam period, whichever is first). | DATE:  |