**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  or  Submit 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: |