

VALPARAISO UNIVERSITY – THE GRADUATE SCHOOL  
**DROP/ADD CARD – CHANGE IN REGISTRATION**

**STUDENT ID:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**NAME:** \_\_\_\_\_

**COURSES DROPPED**

**COURSES ADDED**

DEPT	CRSE NO	SEC	CR HRS.	DEPT	CRSE NO	SEC	CR HRS.
<b>Total Credits Dropped</b>				<b>Total Credits Added</b>			

**Total Credits After Change** \_\_\_\_\_

**Dean's approval for overload** \_\_\_\_\_ **Adviser's Signature** \_\_\_\_\_

After securing adviser's signature, **RETURN THIS CARD ALONG WITH YOUR PROJECT PAPERWORK TO THE GRADUATE SCHOOL.**



#685 LS PRACTICUM  
**THE GRADUATE SCHOOL**  
 VALPARAISO UNIVERSITY  
 Valparaiso, Indiana 46383-6493  
 (219) 464-5313 or (800) 821-7685

This form **must** be completed, signed by the instructor involved, and returned to the Graduate School Office. Upon approval of the Dean of the Graduate School, copies will be distributed. **Please note:** This completed form does **not** constitute registration for this course. *The student must turn in the registration form with this practicum study form.*

**IMPORTANT NOTICE: Enrollment in Practicum 685 requires prior completion of 6 credits of MALS core and 9 credits in the concentration. No more than 6 credit hours of Practicum and Independent Study (595, 692, 695 or any mix thereof) may be used toward completion of a master's degree program.**

A copy of the project paper must be filed in the Graduate School Office upon completion.

DEPARTMENT: \_\_\_\_\_

DATE SUBMITTED: \_\_\_\_\_

STUDENT ID NUMBER: \_\_\_\_\_

1. NAME: \_\_\_\_\_  
 LAST FIRST MIDDLE FORMER NAME

2. PRESENT ADDRESS: \_\_\_\_\_  
 NUMBER AND STREET CITY, STATE, ZIP

3. HOME PHONE: \_\_\_\_\_ WORK PHONE NUMBER: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

4. PROJECT IS TO BE UNDERTAKEN IN THE \_\_\_\_\_ SEMESTER, 20 \_\_\_\_ NUMBER OF CREDITS \_\_\_\_\_

**I. PROPOSED PROJECT**

On an attached sheet, in a typewritten/double-spaced format, describe in one page the topic area(s), goals, activities, particular approach, etc. and responsibilities, and products (e.g. journal, paper, new program plan, etc.) that will be evaluated.

**II. READING LIST**

On an additional attached sheet, in a typewritten format, list at least 2 major references (texts, monographs, articles) that will support the project. References may include both primary and secondary source materials.

Instructor's Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Instructor's Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor's Name (Printed): \_\_\_\_\_ Date: \_\_\_\_\_

Site Supervisor Email: \_\_\_\_\_ Phone No. \_\_\_\_\_

Dean's Approval Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**PLEASE NOTE: Incomplete forms will not be processed.**  
 cc: Registrar's Office

## Guidelines for Practicum Supervisor

Thank you for taking the time to serve as Practicum Supervisor for VU Graduate Student \_\_\_\_\_ . Practicum experience is designed to enable students to earn academic credit while gaining exposure to and guidance within practical or work settings related to their field of concentration. Students spend approximately 100 clock hours under the guidance of a faculty member or onsite supervisor. In doing so, the student may contribute to the effectiveness and productivity of the practicum site, thereby imparting benefits to the sponsoring organization. While practicum experiences may be highly flexible, it is important that they meet the learning standards typical of other coursework at Valparaiso University.

The following four steps will help ensure a meaningful practicum experience for the student.

1. Review the learning goals and outcomes of the student's project to ensure they are realistic for the work setting of the organization and the timeframe of one semester.
2. Discuss the kinds of activities and responsibilities that would most likely achieve the learning goals stated in the first guideline. Ensure that the activities are progressively demanding of the student's skills, knowledge, and intellectual/professional capacities.
  - Be clear about the expectations of the student, including the number of hours each week, the schedule, specific activities and responsibilities, etc.
3. Specify the products of the practicum. For example, these might include one or more of the following: a journal of activities, reflection essays, brief review or strategy papers, a detailed plan of action, or products of other kinds. All Liberal Studies practica are expected to have one or more products.
4. In conjunction with the student, establish the criteria and procedures used to evaluate the practicum. This may include evaluation of the quality of written work, various skills that are acquired, reliability, work ethic, and so on. The student should have a clear understanding of what must be done in order to earn various grades.