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PRE-PRACTICUM:
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**PRACTICUM CHECKLIST**

Students are responsible for all the information found in this manual and are encouraged to re-visit the material often. This page will help you keep track of progress in preparing for and completing the practicum experience. Check each item as you complete it.

_______ I met with my University Studies Academic Advisor or the Director of University Studies for advice and general information on last semester preparations.

_______ I verified final coursework with my advisor and accomplished a Degree Works check (through Banner Self Service).

_______ I applied for graduation through Banner Self-Service.

_______ I was registered for UNIV 4990.

_______ I identified my practicum experience: Internship, Capstone Project, or Research Paper and completed/turned in all practicum approval materials.

_______ I reviewed the “During Practicum Experience” section of this Practicum Manual, the criteria for each assignment, and the sample layout of assignments.

_______ I verified access to the UNIV 4990 Blackboard page and actively check ECU e-mail, and I understand how to upload (single and multiple documents for one assignment via assignment tab) to Blackboard.

_______ I read the UNIV 4990 Syllabus and understand all requirements, to include written work, deadlines, and penalties for late work. I wrote down all assignment due dates per syllabus and made note of them on my calendar.

_______ I understand it is my responsibility to be aware of all due dates and requirements for the practicum and to provide my Practicum Supervisor with required materials for their completion in a timely manner before assignments are due to get needed signatures.

_______ I understand that all assignments must be completed in a satisfactory manner in order to pass UNIV 4990. Failure to complete assignments as required could result in my practicum being terminated and/or I could receive a failing grade (F) in UNIV 4990 which would delay my graduation.

_______ I am aware of graduation ceremony options per the ECU Commencement website (i.e. the University Commencement ceremony and the University Studies graduate recognition ceremony). For more information visit: [www.ecu.edu/commencement](http://www.ecu.edu/commencement). Details about the University Studies graduate recognition ceremony (i.e. how to RSVP, location, parking, etc.) will be announced via email closer to the date. Note: Caps and gowns can be picked up at Dowdy Student Store (see hours on website) or can be mailed to students for a small fee if
The University Studies Practicum (UNIV 4990) is the capstone course of the University Studies program experience. The course is designed to provide you a practical and professional experience based upon your approved degree plan and thematic core. The practicum is a critical connection between your curriculum plan and post-graduation goals.

Most of your college coursework has been approached as a working relationship between two parties: the student and the instructor. The University Studies Practicum should be viewed as a professional relationship between three parties: The University Studies student, the University Studies Program, and the Practicum Agency/Practicum Supervisor.

**The University Studies Student:** Students must complete UNIV 4990 during the final semester of their major coursework. The student is fully accountable for academic and practicum responsibilities. Students are expected to exhibit professional work ethic, attitude, and behavior while completing both.

**The University Studies Program:** The University Studies Program has taken great care in positioning and equipping its students for the practicum experience. Students must remember that they represent the University Studies program and East Carolina University. If different from the Director of University Studies, the UNIV 4990 instructor is responsible for coursework assessment and recording of final grades and is an active member of the partnership (regardless of practicum choice) and should be included in all practicum related decisions. The Director of University Studies will approve all practicum experiences/practicum supervisors and submit the information to the program’s Faculty Oversight Committee.

**The Practicum Supervisor:** The Practicum Supervisor is responsible for practicum worksite assignments, worksite compliance (interns only, example: HIPAA compliance, criminal background checks for interns), and performance assessments. The supervisor is expected to review and approve all homework submissions and is an active member of the partnership and should be included in all practicum related decisions.

As you work to secure and complete a practicum assignment, remember that all three of these parties should be invested in your experience.
The University Studies Practicum

The following items outline specific parameters for completing the practicum:

1. Prerequisites:
   a. Declared University Studies major
   b. Successful completion of UNIV 2000 with at least a C- for the final grade and a Faculty Oversight Committee approved Degree Plan and Proposal
   c. Minimum 2.0 overall grade point average
   d. Minimum 2.0 grade point average in University Studies core coursework

2. Students must be fully enrolled in UNIV 4990 for the entire duration of the practicum experience.

3. Students may choose to complete their practicum experience through one of three options:
   a. An internship with a professional agency/organization/office. Work/tasks completed must be related to the student’s approved thematic core curriculum. Internship cannot be completed at a current place of work.
      i. Student will be supervised by:
         1. an approved agency/organization/office supervisor (cannot be a relative of the student)
   
   b. A capstone project that is related to the student’s approved thematic core curriculum. Projects may take a wide variety of forms and culminate in a final product, presentation, or performance.
      i. Student will be supervised by:
         1. a faculty member (ECU or non-ECU with current faculty appointment at an accredited bachelor’s degree-granting school -- adjunct is acceptable) (cannot be a relative of the student)
         or
         2. a current practitioner/qualified personnel within field of study (cannot be a relative of the student)

   c. A research paper with a topic that is related to the student’s approved thematic core curriculum. Students can choose to write one of the following types of papers:
      i. Empirical research paper: A paper written about research collected through “hands-on” experimentation. In other words, the writer collects the results through direct and/or indirect observation or experience.
      
      ii. Argumentative research paper: A paper written that requires the writer to establish an opinion on a topic and then collect and/or evaluate pre-existing data to support their opinion and persuade the reader to draw the same logical conclusion.
      
      iii. Analytical research paper: A paper written that requires the writer to take a neutral stance on a topic, present all viewpoints on the topic, and then draw a conclusion based on the research.
iv. **Literature review**: A paper written that provides an overview of the main theories and hypotheses on a particular topic. The writer describes who the key writers/researchers are and if their finders are similar/different. Literature reviews are of secondary sources and the writer does not collect/report new, original data.

v. **Student will be supervised by:**
1. a faculty member (ECU or non-ECU with current faculty appointment at an accredited bachelor’s degree-granting school -- adjunct is acceptable) (cannot be a relative of the student)
   or
2. a current practitioner/qualified personnel within field of study (cannot be a relative of the student)

4. Students are responsible for finding and selecting an appropriate practicum option and working with the practicum supervisor to develop their experience (see specific sections in this manual for instructions and guidelines). The University Studies program faculty and staff will assist students in these efforts. Students are encouraged to consult all ECU resources (ex: ECU Career Services and ECU Center for Leadership and Civic Engagement) while identifying and finalizing a practicum option.

5. If a student is currently employed and wishes to complete a capstone project or research paper for their worksite, this is permitted (pending the worksite and capstone project/research paper complements their thematic core).

6. Students cannot complete an internship at their current place of employment.

7. The UNIV 4990 instructor (not Practicum Supervisor) grades all the academic assignments during the course. Students are expected to complete the practicum during the confines of the semester (start to finish) in which they are enrolled in UNIV 4990. The Director of University Studies must approve any exceptions to this rule.

8. Students may complete additional coursework while enrolled in UNIV 4990. Students should discuss course loads with their University Studies Academic Advisor and carefully consider the feasibility of completing the practicum while enrolled in other courses. Completion of UNIV 4990 hours or assignments will not serve as an acceptable excuse for missing additional course assignments or class meetings.

9. Prior to the start of the practicum experience, students must identify their Practicum Supervisor, based upon their chosen practicum option and guided by their thematic core. **The Director of University Studies must approve the Practicum Supervisor and internship/capstone project/research paper at the beginning of the practicum experience.** Students obtain the approval by submitting the Practicum Approval Folder and required forms prior to being registered for UNIV 4990.

10. The student must prepare typed reports, per the guidelines in the syllabus and this manual.
11. **Students must** submit all practicum assignments to the Course Instructor via the UNIV 4990 Blackboard website. The Course Instructor will mark and grade all assignments in the Blackboard environment. The Practicum Supervisor must review all assignments and sign their approval (on the Signature Form) prior to submitting to the Practicum Instructor. **Penalties for late and non-submissions include:**

   - One calendar day late: 10% deduction
   - Two calendar days late: 25% deduction
   - Three calendar days late: 50% deduction
   - More than three calendar days late: student will receive a zero (0) for the assignment; some points may be returned, at the instructor’s prerogative, if student submits the assignment. The instructor reserves the right to assign an Incomplete or final grade of F for the course if the student has outstanding assignments.

   *Incomplete work will receive a one-letter grade reduction and will be returned to the student for completion and submission before grading.*
## Examples of Thematic Cores and Complementing Internships

<table>
<thead>
<tr>
<th>Thematic Core Title</th>
<th>Internship Site</th>
</tr>
</thead>
<tbody>
<tr>
<td>Health and Human Services Administration</td>
<td>Liberty Regional Medical Center</td>
</tr>
<tr>
<td>Child Development and Wellness</td>
<td>ECU Child Development Center</td>
</tr>
<tr>
<td>Theatre and Management</td>
<td>Walt Disney World</td>
</tr>
<tr>
<td>Diversity and Social Justice</td>
<td>ECU Department of Intercultural Affairs</td>
</tr>
<tr>
<td>Multimedia Advocacy</td>
<td>Charlotte Hornets Sports and Entertainment</td>
</tr>
<tr>
<td>Special Event Administration</td>
<td>Sedgefield Country Club</td>
</tr>
<tr>
<td>Administrative Services</td>
<td>Tyson Insurance Services</td>
</tr>
<tr>
<td>Social Support Services</td>
<td>Center for Family Violence Prevention</td>
</tr>
<tr>
<td>Special Needs Advocacy</td>
<td>Autism Society of North Carolina</td>
</tr>
<tr>
<td>Art Entrepreneurship</td>
<td>Emerge Gallery</td>
</tr>
<tr>
<td>Art Advocacy</td>
<td>Third Street Academy Education Center</td>
</tr>
<tr>
<td>Communication Health</td>
<td>Johnston County Pediatrics</td>
</tr>
<tr>
<td>Staging of Faith Based Events</td>
<td>Covenant United Methodist Church</td>
</tr>
<tr>
<td>Human Behavior and Learning</td>
<td>South Windsor Child Development Center</td>
</tr>
<tr>
<td>Human Resource Administration</td>
<td>USA Corp</td>
</tr>
<tr>
<td>Scuba Diving for Environmental Health</td>
<td>Pitt County Environmental Health</td>
</tr>
<tr>
<td>Service and Administration</td>
<td>Blackwater Cider LLC</td>
</tr>
<tr>
<td>Community Entrepreneurship</td>
<td>St. Baldrick’s Foundation</td>
</tr>
<tr>
<td>Pedagogy and Mathematical Studies</td>
<td>Sylvan Learning Center</td>
</tr>
<tr>
<td>Diversity in Historical and Cultural Contexts</td>
<td>CSS Neuse Civil War Interpretative Center</td>
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<tr>
<td>Music and Wellness</td>
<td>Pitt County Council on Aging</td>
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<tr>
<td>Family Support Services</td>
<td>Real Crisis Interviews</td>
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</tbody>
</table>
### Examples of Thematic Cores and Complementing Capstone Projects

<table>
<thead>
<tr>
<th>Thematic Core Title</th>
<th>Capstone Project</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Pedagogy Studies</strong></td>
<td>Development of a math calendar/curriculum plans for the Oakwood School (Kindergarten)</td>
</tr>
<tr>
<td><strong>Child Wellness Services</strong></td>
<td>Writing, directing, and filming a public-service announcement to be aired on public-access television.</td>
</tr>
<tr>
<td><strong>Technology Administration</strong></td>
<td>Building and updating of websites for local small business owner</td>
</tr>
<tr>
<td><strong>Entrepreneurship and Fashion Advocacy</strong></td>
<td>Creation of business plan for future fashion consulting business</td>
</tr>
<tr>
<td><strong>Wellness Studies</strong></td>
<td>Creation of educational materials on eye ailments for local optometrist office (pamphlets, flyers, website development)</td>
</tr>
<tr>
<td><strong>Wellness Administration</strong></td>
<td>Revamping of hiring procedures and develop of standard operating procedures manual for ECU’s Department of Internal Medicine</td>
</tr>
<tr>
<td><strong>Administrative Studies</strong></td>
<td>Development of a detailed training program for student employees at Aramark</td>
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# Examples of Thematic Cores and Complementing Research Papers

<table>
<thead>
<tr>
<th>Thematic Core Title</th>
<th>Research Paper Topic</th>
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<tbody>
<tr>
<td><strong>Education and Administrative Studies</strong></td>
<td>Study of Educational Opportunities in the Military for Active Duty Personnel and Spouses</td>
</tr>
<tr>
<td><strong>Physical Wellness Promotion</strong></td>
<td>Effects of Athletic Coaching on Underprivileged Youth Physical Health and Wellness</td>
</tr>
<tr>
<td><strong>Health Science Studies</strong></td>
<td>Improving Diagnoses in Children’s Vision Care</td>
</tr>
<tr>
<td><strong>Pedagogy Studies: Literacy Development</strong></td>
<td>Literacy Development of School-Age Girls in Developing Countries</td>
</tr>
<tr>
<td><strong>Technology and Administration</strong></td>
<td>Technology and Its Effect on Modern Medicine</td>
</tr>
<tr>
<td><strong>Retail and Entrepreneurship</strong></td>
<td>Effects of Social Media on Businesses in the Fashion Industry</td>
</tr>
<tr>
<td><strong>Wellness Service Management</strong></td>
<td>Influence of Farm-to-Table Practices on Small Farm Economics</td>
</tr>
<tr>
<td><strong>Human Services</strong></td>
<td>Study of the Politics Behind Mental Health Budget Cuts</td>
</tr>
<tr>
<td><strong>Business Technology</strong></td>
<td>The Effects of Technology on the Insurance Industry</td>
</tr>
<tr>
<td><strong>Literary and Historical Studies</strong></td>
<td>The Effect that History and Social Studies Instruction has on Students’ Literacy Skills</td>
</tr>
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UNIV 4990 is a writing intensive course in the Writing Across the Curriculum (WAC) Program at East Carolina University. This course will focus on the development of writing skills. Upon completion of the course students will:

- Use writing to investigate complex, relevant topics and address significant questions through engagement with, and effective use of, credible sources.
- Produce writing that reflects an awareness of context, purpose, and audience, particularly within the written genres (including genres that integrate writing with visuals, audio or other multimodal components) of their major disciplines and/or career fields.
- Demonstrate that they understand writing as a process that can be made more effective through drafting and revision.
- Proofread and edit their own writing, avoiding grammatical and mechanical errors.
- Assess and explain the major choices that they make in their writing.

This course contributes to the twelve-hour WI requirement for students at ECU. Additional information is available at the following site: [http://www.ecu.edu/writing/wac/](http://www.ecu.edu/writing/wac/)

Specifically, for UNIV 4990, upon completion of this writing intensive course, students will be able to:

- Research, identify, and present a written plan for a practicum experience that is based upon their thematic core curriculum and contributes to their personal post-graduation career plan;
- Prepare professional written assignments for review and critique by the Practicum Supervisor prior to submission to the Course Instructor;
- Demonstrate the ability to accept critiques and make corrections or adjustments based upon Practicum Supervisor and Course Instructor feedback of all assignments;
- Prepare all written assignments based upon assignment rubrics;
- Present a professional final report that illustrates a clear connection between their curriculum thematic core, practicum experience, and post-graduation objectives.

For successful course and program completion, students must adhere to Writing Across the Curriculum and Quality Enhancement Plan (QEP) guidelines, including: having an iWebFolio and granting instructor permissions; uploading required assignments; and completing the Writing Self-Analysis. See the QEP website for a student checklist, which is also available on the UNIV 4990 Blackboard page.

For more information on the QEP, go to: [http://www.ecu.edu/cs-acad/qep/](http://www.ecu.edu/cs-acad/qep/)
Reassignment/Withdrawal/Termination from the Practicum

Once a student has enrolled in and begun a practicum experience, s/he has entered into a professional understanding with the Course Instructor and the Practicum Supervisor (and, in the internship option, with an agency/employer). Thus, students will be reassigned, withdrawn, or terminated from the practicum only under the most extreme circumstances.

Reassignment

Students may be reassigned to a new practicum only if circumstances exist which are beyond their control. Examples of such situations include: (1) the agency/project ceases to conduct business; or (2) the Practicum Supervisor suddenly departs from the agency/university. If such a situation should arise, the student should immediately notify the Course Instructor, who will assist the student in a remedy, which may include securing a new practicum experience (with assistance from, and coordination with, the Director of University Studies). All parties will attempt to complete the practicum during the current semester. However, extenuating circumstances may require the student to begin a completely new practicum the following semester.

Withdrawal

If a medical condition arises that keeps the student from completing the practicum experience, the student should inform the Course Practicum and Director of University Studies and initiate the medical and/or university withdrawal process. The student will send written notification of withdrawal to the Practicum Supervisor and provide a courtesy copy to the Course Instructor and Director of University Studies. A student will be eligible to reapply for the practicum when medical approval has been obtained and/or when s/he has been readmitted to the university.

If a student fails to complete the Practicum Plan assignment within a week of the due date (as noted in this manual and the syllabus), the Director of University Studies will inform the student, the student’s advisor, and the University Registrar that the student must withdraw. The advisor will assist the student in completing the withdrawal, but the student must confirm the withdrawal with the advisor/Registrar. If the student fails to confirm the withdrawal, they will receive an F in the course (even if they attempt to submit future assignments) -- students cannot continue in a practicum experience that is not approved by the Director of University Studies.

Any withdrawals (for any reason) from UNIV 4990 will require the student to begin a completely new practicum experience in a future semester. Students may use the same supervisor, location/agency, if available and applicable, but they must receive the Director of University Studies program’s approval prior to being registered for the course within the new semester.

Termination

Termination of the practicum is a serious matter and may be initiated by either the Practicum Supervisor or the Course Instructor (in some cases by the Director of University Studies, in coordination with the Course Instructor). Students may be terminated from a practicum experience under the following conditions:

1. They are not meeting the requirements, expectations, and/or standards of the UNIV 4990 course, the University Studies program, or ECU (this includes unsatisfactory completion of academic assignments).
2. If completing an internship:
   a. They are not meeting the expectations and/or standards of the internship agency/organization/office; or
   b. They fail to disclose their criminal history to the Practicum Supervisor and Course Instructor at any time
   c. They incur multiple and/or serious criminal background issues during the internship
   d. They fail to meet or uphold all HIPAA compliance requirements

In most cases, prior to termination the Course Instructor will arrange a conference with the student and the Practicum Supervisor (and, if required or requested, the Director of University Studies), where all parties will attempt to rectify the situation. If the situation cannot be corrected, a student’s practicum will be terminated, and the student will receive a grade of “F” for UNIV 4990.

A student who has been terminated from the practicum will have an opportunity to reapply no sooner than one semester from the semester of termination. To initiate re-application, students must submit an application letter to the Director of University Studies. The letter will note the reasons for the previous termination, address the steps taken to rectify the problems encountered, and indicate how current circumstances will lead to successful completion. After two (2) terminations, a student will be ineligible for a practicum placement, and thus cannot complete UNIV 4990 or their University Studies degree.

**Failure of UNIV 4990**

Any failure of UNIV 4990 will require the student to begin a completely new practicum experience in a future semester with a new Practicum Supervisor unless they receive the Director of University Studies program’s approval.
Practicum Responsibilities

Responsibilities of the University Studies Program:

The Course Instructor of UNIV 4990 serves as a mentor and support system, offering advice and supervision to the practicum student and collaborating with the Practicum Supervisor (as needed) throughout the practicum experience. The Course Instructor will:

1. In collaboration with the Director of University Studies (if needed), offer advice to the student in selecting a practicum internship/capstone project/research paper that augments the student’s education program, meets the goals of the approved Faculty Oversight Committee Degree Plan and Proposal, and helps the students achieve his/her goals;

2. Through the student, provide the Practicum Supervisor with information concerning his/her responsibilities as a participant in the practicum program;

3. Monitor the student’s experience and be available for consultation with the student and/or Practicum Supervisor, as needed (and Director of University Studies, if needed);

4. Schedule conference calls as needed (or visits when possible), with the student and the Practicum Supervisor (and Director of University Studies, if needed) to maintain collaboration and observe procedures;

5. After consultation with the Director of University Studies, remove the student from the practicum experience when both the Course Instructor and the Practicum Supervisor agree that a different assignment would be in the best interest of the student;

6. Serve as a resource for the cooperating agency/organization/office and the student; and

7. Review and evaluate all practicum assignments and submit a final grade for the student.

The Director of University Studies is responsible for the overall program and for ensuring UNIV 4990 is meeting the needs of the student and the program. Within UNIV 4990, the Director is responsible for final approval of the practicum plan, ensuring the practicum meets program requirements and completes each student’s thematic core, and reporting this information to the Faculty Oversight Committee each semester/session.
Responsibilities of the Practicum Supervisor:
The practicum supervisor serves as a mentor and supervisor to the practicum student. Responsibilities will differ, based upon the student’s chosen practicum option and thematic core. However, the goal is to increase the student’s professional competence. The practicum supervisor is expected to:

1. If applicable, ensure the student has completed and is in compliance with any HIPAA requirements for the work site prior to beginning work (interns only)

2. If applicable, ensure the student has completed any required criminal background checks for the work site prior to beginning work (interns only). The student is responsible for covering the cost of any criminal background checks.

3. Challenge the student with meaningful experiences, which meet both the student’s and agency’s/project’s needs;

4. Design appropriate learning experiences with the student;

5. Inform the student of all personnel policies and procedures;

6. Interpret the University Studies practicum program to all necessary authorities at their location (e.g., supervisor, human resources, governing board);

7. Monitor the student to protect and enhance the quality of the agency/project as well as the student’s well-being;

8. Schedule regular meetings with the student to discuss schedules, work performance, and future goals;

9. Evaluate and review with the student his/her performance at regular intervals;

10. Provide the student reasonable freedom to participate in related meetings, activities, projects, and programs (as applicable); and

11. Provide an opportunity for the student to learn and, if possible, gain experience in the following areas:
   a. Project Execution: planning, budgeting, organizing, promoting, documenting, implementing, assessing, and evaluating
   b. Leadership: goal setting, relationship building, decision making, and presenting
   c. Professional Writing: practicum development, progress reports, final project report, as well as additional professional oral and written communications (including emails and presentations) during the practicum
Responsibilities of the Practicum Student:

The University Studies practicum is designed to provide a practical and professional culminating experience. The experience connects the student’s thematic core and curriculum plan to their post-graduate goals. Thus, students are expected to maintain professional standards at all times. The practicum student is expected to:

1. Accept responsibility for duties as well as all scheduled commitments and arrangements made during the practicum experience.

2. Become familiar with the policies/procedures of the agency/project and Practicum Supervisor and conform to them.

3. With the Practicum Supervisor, develop and work toward mutually satisfactory goals and objectives.

4. Plan thoroughly and in advance for all assignments -- for both the agency/project and the university.

5. Submit assignments on time, and to the appropriate person.

6. Notify the Practicum Supervisor in a timely manner should it become necessary to be late or absent from work and/or appointments.

7. Prepare for periodic conferences with the Practicum Supervisor (be prepared to ask questions and present constructive ideas).

8. Dress appropriately for all practicum tasks and maintain a well-groomed appearance.

9. Be tactful, friendly, courteous, and respectful to everyone (project a professional image).

10. Consult with the Practicum Supervisor when confronted with problems that cannot be solved independently and contact the Course Instructor if you require additional assistance.

11. Express appreciation to the Practicum Supervisor in person and by letter for providing the opportunity to participate in the practicum experience.

12. Interns only: If required, complete any HIPAA trainings/requirements for the work site prior to beginning work.

13. Interns only: Disclose all criminal background issues (other than minor traffic violations) to the Practicum Supervisor and Course Instructor prior to beginning the internship and at any other point in time a crime is committed after the internship has begun.

14. Interns only: If required by the work site, complete a criminal background check prior to beginning work (student is responsible for paying for the background check).
UNIVERSITY STUDIES PRACTICUM PROCEDURES - INTERNSHIP

Securing a Practicum Agency/Internship

Students must complete a minimum of 10 continuous weeks of work (averaging 20 hours per week) during the practicum experience (total of 200 hours) -- for the 11-week Summer Session, the average workload should be 20 hours/week for 7-8 weeks (for a total of at least 150 internship hours). The continuous nature of the practicum is vital to achieving UNIV 4990 learning outcomes and maximizes the contribution of the practicum experience to post-graduate goals. The University Studies program office maintains a list of previously approved agencies and supervisors to assist the student in finding a quality and appropriate practicum experience.

Practicum sites must meet the following requirements:

1. The internship supports the student’s thematic core and goals as stated in their Faculty Oversight Committee approved Degree Plan and Proposal.

2. The agency/employer must agree to participate in the practicum agreement and abide by reporting requirements (e.g., assignments and practicum performance assessments).

3. The agency/employer must have a capable full-time employee qualified through both education and experience to serve as the Practicum Supervisor (cannot be a relative of the student).

4. The agency/employer must have sound administrative procedures, including adequate financial support, personnel policies, and a staff development program to support a practicum.

5. The agency/employer must have adequate facilities and equipment to offer a practicum experience.

6. The agency/employer should provide the practicum student with an appropriate workspace.

The agency/employer is not required to pay a monetary stipend to the practicum student or ECU. However, financial compensation (or other remuneration such as room and board) from the agency/employer to the practicum student is acceptable. The agency/employer’s compensation decision does not impact the student’s selection and will not impact the Director’s approval or final assessment. ECU provides liability insurance coverage for interns during the semester of their internship. If students have questions, or need to file a claim, please contact the Risk Management Office at 252-328-2010.
The Director of University Studies must approve all practicum agencies and internships. Students must complete and submit all five (5) items below to the Director via email. If the Director approves of the student’s proposed internship, the Director will register the student for UNIV 4990:

1. Description of the proposed internship **and how it will complete your University Studies experience, complement your thematic core, and support your professional goals**;

2. Letter/email from Practicum Supervisor offering the internship position (on letterhead or official organizational email with signature blocks).

3. Letter/email from student accepting the internship;

4. Completed **UNIV 4990 Practicum Information Form** (Appendix A in this manual); and

5. Completed **UNIV 4990 Practicum Pre-Placement Agreement** (Appendix B in this manual).
UNIVERSITY STUDIES PRACTICUM PROCEDURES – CAPSTONE PROJECT

Securing a Practicum Project and Supervisor

Students must find, and obtain a written agreement from a faculty member, current practitioner, or qualified personnel to oversee the capstone project and serve as the Practicum Supervisor. If the student wishes to work with a faculty member not from ECU, the proposed faculty member must be approved faculty (adjunct faculty is acceptable) at an accredited institution offering bachelor’s degrees in the area of study.

The capstone project should compare favorably in workload to the internship requirements (200 hours in the Fall/Spring; 150 hours in the Summer Session) of work; however, capstone project students do not need to specifically track or report hours. The Practicum Supervisor is entrusted to ensure proper workloads and completion of a project equitable in quality and rigor to similar capstone projects at ECU.

The Capstone Project must meet the following requirements:

1. The project supports the student’s thematic core and goals as stated in their Faculty Oversight Committee approved Degree Plan and Proposal.

2. The faculty member/current practitioner/qualified personnel must agree to participate in the practicum agreement and abide by reporting requirements (e.g., assignments and practicum performance assessments).

3. The faculty member/current practitioner/qualified personnel must be qualified, through both education and experience, to serve as the Practicum Supervisor.

ECU provides liability insurance coverage for students during the semester of their practicum experience. If students have questions, or need to file a claim, please contact the Risk Management Office at 252-328-2010.
PRACTICUM APPROVAL: CAPSTONE PROJECT

The Director of University Studies must approve all capstone projects and Practicum Supervisors. Students must complete and submit all four (4) items below to the Director via email. If the Director approves of the student’s proposed capstone project, the Director will register the student for UNIV 4990:

1. A brief description of the capstone project and how it completes your University Studies experience and complements your thematic core and professional goals;

2. Letter/email from Practicum Supervisor agreeing to serve as such. The letter/email must include the Supervisor’s title, place of employment, credentials, and contact information;

3. Completed UNIV 4990 Practicum Information Form (see Appendix A); and

4. Completed UNIV 4990 Practicum Pre-Placement Agreement (see Appendix B).
Students must find, and obtain a written agreement from a faculty member, current practitioner, or qualified personnel to oversee the research paper and serve as the Practicum Supervisor.

The research paper should compare favorably in workload to the internship requirements (200 hours in the Fall/Spring; 150 hours in the Summer Session) of work; however, research paper students do not need to specifically track or report hours. The Practicum Supervisor is entrusted to ensure proper workloads and completion of a paper equitable in quality and rigor to similar capstone papers at ECU.

The Research Paper must meet the following requirements:

1. The research supports the student’s thematic core and goals as stated in their Faculty Oversight Committee approved Degree Plan and Proposal.

2. The faculty member/current practitioner/qualified personnel must agree to participate in the practicum agreement and abide by reporting requirements (e.g., assignments and practicum performance assessments).

3. The faculty member/current practitioner/qualified personnel must be qualified, through both education and experience, to serve as the Practicum Supervisor.
PRACTICUM APPROVAL: RESEARCH PAPER

The Director of University Studies must approve all research paper topics and Practicum Supervisors. Students must complete and submit all four (4) items below to the Director via email. If the Director approves of the student’s proposed research topic, the Director will register the student for UNIV 4990:

1. A brief description of your paper’s topic and how it completes your University Studies experience and complements your thematic core and professional goals;

2. Letter/email from Practicum Supervisor agreeing to serve as such. The letter/email must include the Supervisor’s title, place of employment, credentials, and contact information;

3. Completed UNIV 4990 Practicum Information Form (see Appendix A); and

4. Completed UNIV 4990 Practicum Pre-Placement Agreement (see Appendix B).
Appendix A
UNIV 4990 Practicum Information Form
University Studies
East Carolina University

Name: _______________________________ Banner ID #: ____________________________

Home Phone #: ______________________ Cell Phone #: ____________________________

Mailing Address (during practicum): ________________________________________________

__________________________________________________________

City: ___________________________ State: ___________________ Zip Code: ____________

E-Mail Address: ________________________________

Thematic Core title: ________________________________________________

Practicum Choice (Circle/Highlight one): Internship Research Paper Capstone Project

If completing an internship:

Name of Internship Agency: ________________________________________________

Agency’s Mailing address: ________________________________________________

Name of Internship Supervisor: ____________________________ Title: ____________

Supervisor’s Office Phone number: __________________________ Email: ____________

If completing a research paper or capstone project:

Name of Practicum Supervisor: ____________________________ Title: ____________

Practicum Supervisor’s Mailing address: __________________________________________

Supervisor’s Office Phone number: __________________________ Email: ____________
Appendix B
UNIV 4990 Practicum Pre-Placement Agreement

University Studies
East Carolina University

This agreement between the University Studies Program, the Practicum Student __________________________, and the Practicum Agency/Capstone Project/Research Paper Supervisor __________________________, identifies the responsibilities of all parties.

Students completing UNIV 4990 via an internship are expected to complete a minimum of 200 hours over a 10-week period (averaging 20 hours per week) with the practicum agency (hourly requirement for the 11-week Summer Session course is 20 hours/week, for 7-8 weeks, and at least 150 total hours). The student is required to complete all agency responsibilities and academic assignments in a professional and timely manner. The student is also expected to maintain regular communication between the Course Instructor and Practicum Supervisor.

For students completing UNIV 4990 via a capstone project or research paper, the project/paper should compare favorably in workload to the other capstone time requirements (200 hours of work for fall/spring; 150 hours if during the 11-week Summer Session) on the research, including research time and writing), but work hours do not require specific tracking or reporting. The Practicum Supervisor is entrusted to ensure proper workloads and completion of a project/paper equitable in quality and rigor to similar capstone projects/papers at ECU.

Responsibilities of the Practicum Student: The practicum is designed to provide a practical and professional culminating experience and is a critical connection between the student’s University Studies curriculum plan and the student’s post-graduate goals. The Practicum Student is expected to:

- Accept responsibility for duties as well as all scheduled commitments and arrangements made during the practicum experience;
- Become familiar with the policies and procedures of the agency (or faculty member), and conform to them;
- Accept the agency’s (or faculty member’s) philosophy, methods, leadership, and program;
- With the Practicum Supervisor, develop and work toward mutually satisfactory goals and objectives;
- Plan thoroughly and in advance for all assignments—for both the agency/project and the university;
- Submit assignments on time, and to the appropriate person;
- Notify the Practicum Supervisor if it is ever necessary to be late or absent from work (or required meetings);
- Prepare for periodic conferences with the Practicum Supervisor (be prepared to ask questions and present constructive ideas);
- Dress appropriately for all practicum tasks and maintain a well-groomed appearance;
- Be tactful, friendly, courteous, and respectful to everyone (project a professional image to everyone);
- Consult with the Practicum Supervisor when confronted with problems that cannot be solved independently and contact the Course Instructor and Director of University Studies (as required) if additional assistance is needed; and
- Express appreciation to the Practicum Supervisor, in person and by letter, for providing the opportunity to participate in the practicum experience.

Interns only: If required, complete any HIPAA trainings/requirements for the work site prior to beginning work

Interns only: Disclose all criminal background issues (other than minor traffic violations) to the Practicum Supervisor and Course Instructor prior to beginning the internship and at any other point in time a crime is committed after the internship has begun.

Interns only: If required by the work site, complete a criminal background check prior to beginning work (student is responsible for paying for the background check).

Practicum Supervisor Responsibilities: The Practicum Supervisor must be a full-time employee for interns (cannot be related to the student), or an approved faculty member/current practitioner/qualified personnel for research papers/capstone projects. The Practicum Supervisor serves as a mentor and field-based teacher offering instruction and supervision to the Practicum Student. The Practicum Supervisor is expected to:

- Challenge the student with meaningful experiences;
- Design appropriate learning experiences and assignments with the student;
- Inform the student of all policies and procedures;
• Interpret the practicum program to all necessary authorities, for internships (e.g., supervisors, human resources, governing board);
• Monitor the student to protect and enhance the quality of the agency/project/research as well as the student’s well-being;
• Schedule regular meetings with the student to discuss schedules, work performance, and future assignments;
• Evaluate and review with the student her/his performance at regular intervals;
• Provide the student reasonable freedom to participate in related meetings, activities, projects, and programs;
• Provide an opportunity for the student to learn and, if possible, gain experience in the following areas:
  o Project Execution-planning, budgeting, organizing, promoting, documenting, implementing, assessing, and evaluating
  o Leadership-goal setting, relationship building, decision making, presenting
  o Professional Writing-practicum plan development, progress reports, final project report
• If applicable, ensure the student has completed and is in compliance with any HIPAA requirements for the work site prior to beginning work (interns only)
• If applicable, ensure the student has completed any required criminal background checks for the work site prior to beginning work (interns only). The student is responsible for covering the cost of any criminal background checks.

Responsibilities of the University Studies Program: The Course Instructor (UNIV 4990) serves as a mentor and support system offering advice and supervision to the Practicum Student and collaboration to the Practicum Supervisor (as needed) throughout the experience.

The Course Instructor will:
• In collaboration with the Director of University Studies (if needed), offer advice to the student in selecting a practicum agency/project/research that augments the student’s education program, meets the goals of the approved Faculty Oversight Committee approved Degree Plan and Proposal, and will help the student achieve his/her goals;
• Through the student, provide the agency/supervisor with information concerning its responsibilities as a participant in the practicum program;
• Monitor the student’s experience and be available for consultation with the student and/or Practicum Supervisor, as needed (and Director of University Studies, if needed);
• Schedule conference calls (or visits when possible), if/when needed, with the student and the Practicum Supervisor (and Director of University Studies, if needed) to maintain collaboration and observe procedures;
• After consultation with the Director of University Studies, remove the student from the capstone experience when both the Course Instructor and the Practicum Supervisor agree that a different assignment would be in the best interest of the student;
• Serve as a resource for the cooperating agency/faculty member and the student; and
• Review and evaluate all practicum assignments and submit a final grade for the student.

The Director of University Studies is responsible for the overall program and for ensuring UNIV 4990 is meeting the needs of the student and the program. Within UNIV 4990, the Director is responsible for final approval of the capstone experience and ensuring it meets program requirements and completes each student’s thematic core (via the Practicum Approval Folder submission) and reporting this information to the Faculty Oversight Committee each semester/session.

Practicum Student signature: ___________________________ Date: ___________________________

Practicum Supervisor signature: ___________________________ Date: ___________________________

After Approval Folder is uploaded and approved, signature of:

Director of University Studies: ___________________________ Date: ___________________________
COMPLETING THE PRACTICUM DURING THE PRACTICUM STEPS:

1. How to complete assignments: Overview and Examples
   a. Practicum Plan Paper
   b. Bi-Weekly Reports
   c. Final Report
   d. Virtual Presence
COMPLETING THE PRACTICUM

UNIV 4990 Grading Plan

UNIV 4990 practicum students will be responsible for completing all agency/project/research assigned duties and responsibilities, as well as all academic assignments, in a professional and timely manner. Students are expected to meet all agency/project and academic deadlines. Any questions or concerns about responsibilities or deadlines should be addressed to the Course Instructor and/or the Practicum Supervisor in a timely manner. Specific course assignments, points for each assignment, and due dates are listed in the UNIV 4990 syllabus and on the course Blackboard site.

Written Assignments

All written assignments must adhere to the guidelines in this Practicum Manual, in the UNIV 4990 syllabus, and any guidance promulgated by the Course Instructor and/or Director of University Studies via email and/or Blackboard. Students must complete all written assignments in a professional manner and in a manner reflecting academic work culminating the undergraduate experience.

All written assignments must be completed during the confines of the semester (or summer session) in which the student is enrolled in UNIV 4990.

Formatting for all written work:

- 1” margins on all sides
- Font = Times New Roman 12
- Double-spaced throughout body (first page header information is single-spaced)
- Page numbers on top right, with last name and page # (begin page numbers on second page)
- No cover page
- Header: the header will appear as follows, single-spaced on the top-right of the first page only:

  Student Name
  UNIV 4990, Term Year (example: Fall 2018)
  Name of Assignment (example: Bi-Weekly report #X)
  Due Date: Month Day, Year

- First line after header is the title (Examples: Bi-Weekly Report #X or Practicum Plan Paper)
**Practicum Plan Paper:**
The Practicum Plan Paper (5-7 pages) is designed to engage the student in practicum planning and goal setting. The student will develop the practicum plan with input from the Practicum Supervisor. The paper and plan must illustrate how the chosen practicum experience will provide the student an opportunity to apply their curriculum and thematic core (and in accordance with the student’s Faculty Oversight Committee approved Degree Plan and Proposal).

**A. Internship:** The practicum plan will describe and outline the following information:

I. **Description of the Practicum Internship:** Describe in detail.

II. **Description of Thematic Core Relationship:** Describe how your internship complements your approved thematic core and curriculum and how it will culminate your BSUS degree and your post-graduation goals. Include a discussion of courses/course groupings you plan to use during your practicum.

III. **Internship Goals and Objectives:** Describe what you hope to accomplish professionally and your plan for doing so while completing this practicum.

IV. **Work plan:** Detail your proposed work schedule for the entire semester of the practicum experience. Internship practicums will include a draft schedule to meet the 20 hours/week for 10 weeks (200 total internship hours) -- for the 11-week Summer Session, the average workload should be 20 hours/week for 7-8 weeks (for a total of at least 150 internship hours). To assist in the presentation of this section, and after a description in prose, students may use a chart and/or table for clarity.

V. **Evaluation Plan:** Describe how you will evaluate completion of the goals you hope to accomplish (connects to the goals detailed in section II). Mention specific measures and/or people you will use in the evaluation. You should not leave the evaluation to the end of the practicum; you should evaluate yourself at different points (in concert with the bi-weekly reports) as you proceed, and then be able to make corrections and evaluate those adjustments as you proceed.

VI. **Annotated Bibliography:** Include a review of literature and previous research focused on the benefits/impact of internships on student learning; provide a list of at least three (3) potential academic sources and summary explanations. Please note, sources should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

**B. Capstone Project or Research Paper:** The practicum plan should include the following information:

I. **Introduction and Description:** Includes the purpose of the capstone project/research paper. This section should also include how this capstone project/research paper complements your approved thematic core and curriculum and how it will culminate your BSUS degree and post-graduation goals.

II. **Description of Thematic Core Relationship:** Describe how your project/paper complements your approved thematic core and curriculum and how it will culminate your BSUS degree and your post-graduation goals. Include a discussion of courses/course groupings you plan to use during your practicum.

III. **Methodology:** A detailed explanation of how you will complete your capstone project or collect information for your research paper.

IV. **Annotated Bibliography (in APA format):** Capstone projects/research papers should include a review of related literature and previous research; provide a list of at least three (3) potential academic sources and summary explanations. Please note, sources should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.
V.  **Project/paper schedule:** You must include a draft schedule with milestones and specific due dates during the semester. Students should coordinate with their Practicum Supervisor to complete this section. To assist in the presentation of this section, and after a description in prose, students may use a chart and/or table for clarity.

*NOTE: Timely completion of the Practicum Plan is required to proceed with the practicum and meet all future timelines. Therefore, the Director of University Studies will administratively remove any student who does not submit a complete plan within one week of the due date (see syllabus dates), and the student must confirm the course withdrawal with their advisor and/or Registrar. If the student fails to withdraw, they will receive an F in the course.*

**Bi-Weekly Reports:**

Bi-Weekly Reports provide the student with an opportunity to process the practicum experience, communicate progress, and receive regular, written feedback from the Practicum Supervisor and the Course Instructor.  *See the current UNIV 4990 syllabus for additional information, expected assignment length, and due dates.*

1. Each student is required to submit a total of five bi-weekly reports (four for the shorter 11-week Summer Session). The Practicum Supervisor will read each bi-weekly report and sign the Practicum Signature form each time before the weekly report is submitted to the Course Instructor. See Appendix D for example bi-weekly report formats (D-1 for internships; D-2 for capstone projects; D3 for research papers), and Appendix C for the signature form. Students should download the signature form from Blackboard, in Course Documents/Practicum Forms. The student bears the responsibility to ensure the Practicum Supervisor receives the report in a timely manner, so he/she can give feedback and sign the signature form.

2. Each report will be graded by the Course Instructor in Blackboard.

3. Due dates are listed in the syllabus. Individuals will plan their workweek (or research) with their Practicum Supervisor. Workweeks for interns may vary but should average 20 hours per week over a 10-week period and must total at least 200 hours. Students must obtain Course Instructor approval for plans that may vary widely from this guideline. For the 11-week Summer Session, the average workload should be 20 hours/week for 7-8 weeks, for a total of at least 150 internship hours.

4. The student should be sure that s/he has the correct email address and office phone for the Course Instructor prior to beginning the practicum. Communication with the Course Instructor is vital throughout the practicum experience.

5. All Bi-Weekly Reports are to be prepared outside of scheduled work hours (for interns).

6. Follow the appropriate format in Appendix D for the reports. If you cut and paste the appendix to begin your report, delete the “Appendix D” header and the notes section in the submitted copy.
Practicum Final Report:
The Practicum Final Report is designed to provide the student with an opportunity to report the results of the practicum as originally outlined in the Practicum Plan, report the progress or results of the practicum goals, reflect upon their overall practicum experiences, and summarize what the student would like to accomplish in the near future with regard to their professional development. See the current UNIV 4990 syllabus for additional information and due dates.

The practicum final report (see information below for specific page length) should follow APA or MLA format, be written in past tense, and describe and outline the following information:

Internships:

Students who completed an internship for their practicum must still complete a final report (15+ pages and follow MLA or APA format). The final report should contain the following sections, or similar headings:

I. Description of the Practicum Agency/Internship: Describe in detail the duties completed and if they changed from the Practicum Plan.

II. Applying their Thematic Core Relationship: Discuss and evaluate how the practicum experience built upon and completed your University Studies degree program. Describe any applications of specific learning from your thematic core classes and note any differences from your original plan.

III. Internship Goals and Objectives: Assess how you accomplished the goals and objectives proposed in the Practicum Plan. Discuss any setbacks/issues and how you worked around those problems.

IV. Work Plan: Present your final work schedule showing how you completed your internship hours (should be evenly distributed throughout the entire term).

V. Evaluation of Results: Evaluate your overall internship experience, and larger than part III, where you discussed how you did compare to your goals and objectives. This section should connect to the evaluations and assessment section of your Practicum Plan and discuss how your evaluations and feedback occurred (or perhaps if they did not work as planned, why, and how you altered your plans) and what you learned. Take a broader overview of the experience in this section!

VI. Future Professional Plans and Goals: Summarize your internship experience and in the context of your entire University Studies program and thematic core. Do you feel better prepared for your next steps? Have your goals and next steps changed? What are your post-graduation short- and long-term plans?

VII. Review of Literature: Include a review of at least five (5) academic-related literature sources and/or previous research related to the benefits of completing internships. Discuss how your internship experience aligns with, or takes issue with, the literature/research. Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

Capstone Project:

Projects may take various forms, but students must still complete a final report (15+ pages and follow MLA or APA format). The final report may contain the following sections, or similar headings, but could vary depending on the nature of the capstone project:

I. Description of the Project: Describe the final project in detail.

II. Description of Thematic Core Relationship: Discuss and evaluate how the capstone project built upon and completed your University Studies degree program. Describe any applications of specific learning from your thematic core classes and note any differences from your original plan.
III. **Project Goals and Objectives**: Assess how you accomplished the goals and objectives proposed in the Practicum Plan. Discuss any setbacks/issues and how you worked around those problems (as applicable, include how any classes/previous learning from your thematic core classes assisted you).

IV. **Review of Literature**: Include a review of at least five (5) academic-related literature sources and/or previous research. Discuss how your project built upon, or takes issue with, previous literature/research. Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

V. **Evaluation of Results**: Evaluate your overall experience of completing your capstone project, and larger than part IV, where you discussed how you did compare to your goals and objectives. You should evaluate your project overall, perhaps any setbacks in the schedule or project itself, and if/how you altered the project and what you learned. Take a broader overview of the experience in this section!

VI. **Presentation of Final Project**: The student should provide the instructor with a copy of the final project (example: photos, handouts created, lesson plans, binders, URLs, CDs, portfolio, screenplay, blog, etc.).

*Due to the variety of projects students may undertake, students and practicum supervisors may propose a different type of report and/or format to the Course Instructor. The Course Instructor must approve any alternative report format PRIOR to submission.*

**Research Paper:**

*Your final report will be the final research paper (including sections I-VII below). Your final research paper should be 15+ pages in length and follow MLA or APA format.* Note: You do not need to write a research paper, and then another paper discussing how you went about the research.

Empirical research papers should include the following sections:

I. **Abstract**: Summarize the purpose of the study, how data was collected, your results, and conclusion. Usually ½ a page in length.

II. **Introduction and Purpose**: Describe the purpose of the research in detail.

III. **Review of Literature**: Include a review of at least ten (10) academic-related literature sources and/or previous research. Discuss how your research built upon, or takes issue with, previous literature/research. Use in-text citations. Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

IV. **Methods/conduct of research**: Thoroughly describe how you collected your data. Information provided should be detailed so other researchers can replicate the research (if desired) and guarantee the validity. Give an accurate description of the equipment and techniques used for gathering data. Lastly, provide an explanation of how the raw data was compiled and analyzed.

V. **Results**: Provide a complete description of your results and findings. This section is not for interpreting the results in any way (that belongs in the discussion section). Narrate your findings without trying to interpret or evaluate them.

VI. **Discussion**: Interpret and evaluate your findings. Discuss if you achieved the expected results and provide any alternative explanations (if applicable). Do your results agree/disagree with previous research? Does previous research help you interpret your own findings? Have your findings contributed to the knowledge in the field or not?
VII. **Conclusion:** Sum up your paper by giving a brief description of the results. Assess how the research and findings related to, and completed, your thematic core. Has your research added anything to what is known about the subject? What were the shortcomings? Has your research left unanswered questions? Can your results be used in the real world?

VIII. **Reference List:** Use MLA or APA format to list all of your references


Argumentative research papers should include the following sections:

I. **Introduction and Purpose:** Provide the reader with a general overview of the paper’s topic. Explain why the topic is important. Clearly write your thesis statement (i.e. opinion on the topic)

II. **Review of Literature:** Include a review of at least ten (10) academic-related literature sources and/or previous research. Each paragraph should provide an overview of each general idea. Explain how and why the research supports your thesis statement (i.e. opinion on the topic). Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

III. **Discussion:** Interpret and evaluate your findings. Explain how and why the literature you found supports your thesis statement (i.e. opinion on the topic).

IV. **Conclusion:** Restate the topic of your paper along with your thesis statement. Summarize the main points of your paper. Discuss the future of the topic.

V. **Reference List:** Use MLA or APA format to list all of your references

*Sample Outlines of Argumentative Research Papers and Helpful Tips: [https://www.wikihow.com/Write-an-Argumentative-Research-Paper](https://www.wikihow.com/Write-an-Argumentative-Research-Paper)*

Analytical research papers should include the following sections:

I. **Introduction and Purpose:** Provide the reader with a general overview of the paper’s topic. Explain why the topic is important. Clearly write your thesis statement (which should be neutral)

II. **Review of Literature:** Include a review of at least ten (10) academic-related literature sources and/or previous research. Use in-text citations. Review literature from all viewpoints on your topic. Each paragraph should provide an overview of each general idea. Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

III. **Discussion:** Interpret and evaluate your findings. Based on the research, draw your own conclusion (i.e. opinion) on your topic.

IV. **Conclusion:** Restate the topic of your paper along with your thesis statement. Summarize the main points of your paper. Discuss the future of the topic.

V. **Reference List:** Use MLA or APA format to list all of your references

*Example of Analytical Research Paper: [https://blog.thepensters.com/analytical-research-paper/](https://blog.thepensters.com/analytical-research-paper/)*

Literature review papers should include the following sections:
I. **Introduction:** Provide the reader with an overview of the subject, issue, or theory to be examined along with the objectives of the literature review.

VI. **Review of literature:** Include a review of at least ten (10) academic-related literature sources and/or previous research. Use in-text citations. Categorize the literature (e.g. divide the literature into categories such as literature in support of a particular position, those against, those offering alternatives entirely). Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

II. **Analysis of Literature:** Explain how each work is similar to, or varies from, the other research findings.

III. **Discussion:** Discuss the findings and conclusions of the literature. Critically evaluate each piece of literature. Which of the author’s theses are most/least convincing? Are the authors’ perspectives neutral or prejudicial? Are the authors’ claims supported by evidence? Did you find any gaps in the literature?

VI. **Conclusion:** Restate the subject, issue, or theory you examined in your paper along with the objective of your literature review. Summarize the main points of your paper. Discuss the future of the topic.

VII. **Reference List:** Use MLA or APA format to list all of your references

Example of Literature Review Paper: [https://library.ithaca.edu/sp/assets/users/_lchabot/lit_rev_eg.pdf](https://library.ithaca.edu/sp/assets/users/_lchabot/lit_rev_eg.pdf)

* Due to the variety of research papers and the academic disciplines students may employ in writing the research paper, students and practicum supervisors may propose a different type of report and/or format to the Course Instructor. The Course Instructor must approve any alternative report format PRIOR to submission.

** Due to these variations, the Course Instructor may have to stray from the published rubric in grading the paper. In the feedback (on Blackboard), the Course Instructor will describe any variations and explain how they arrived at the final grade.

**Practicum Virtual Presence:**

The Practicum Virtual Presence is designed to help the student transition to the next step in their career (i.e., job or graduate school). Each student must prepare a professional web presence to highlight his or her education and experiences. Students can complete this on an open site (like LinkedIn or Google+) or an established external site. Students should approach the project as the foundation of their job search with an understanding and expectation of potential employers visiting their online resume. If students do not wish to complete an open-web presence, they may submit a Word document, formatted to look like a LinkedIn webpage. The grading rubric will remain the same.

*Depending on dates and structure of the 11-week Summer Session, this assignment may be deleted from Summer Session offerings of UNIV 4990 -- see syllabus.*

See the current UNIV 4990 syllabus for additional information, expected assignment length, and due dates.
Appendix C
UNIV 4990 Practicum Signature Form for Each Assignment

University Studies
East Carolina University

The UNIV 4990 Instructor and Director need to verify that the Practicum Supervisor has reviewed and indicated their approval of critical practicum documents, including the Practicum Plan, bi-weekly reports, and the Practicum Final Report. The practicum student is expected to obtain your signature indicating your approval before these documents are submitted electronically to the Course Instructor. As the student submits the items below, please sign and date this page, indicating the date you reviewed and approved each item. The student is required to give you the reports in a timely manner to allow for your review and correction. If you do not approve of any content, or believe changes are necessary, please direct the student to make the necessary changes and to re-submit the report for your signature.

The student will submit this completed form, via Blackboard upload, to the Course Instructor with each submission of Practicum Plan, Bi-Weekly Reports, and Final Report.

Student’s Name ___________________________________________________________

Practicum Supervisor’s Name ________________________________________________

Practicum Supervisor’s Phone and E-mail _______________________________________

<table>
<thead>
<tr>
<th>Item</th>
<th>Practicum Supervisor’s Signature</th>
<th>Date Approved</th>
</tr>
</thead>
<tbody>
<tr>
<td>Practicum Plan Paper</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bi-Weekly Report 1</td>
<td></td>
<td></td>
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<tr>
<td>Bi-Weekly Report 2</td>
<td></td>
<td></td>
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<tr>
<td>Bi-Weekly Report 3</td>
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<tr>
<td>Bi-Weekly Report 4</td>
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</tr>
<tr>
<td>Bi-Weekly Report 5</td>
<td></td>
<td></td>
</tr>
<tr>
<td>(N/A for Summer Session)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Practicum Final Report</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Note: ONLY the Practicum Supervisor on record can sign this form.
Summary of the bi-weekly accomplishments: Describe your work over the previous two weeks. Include not only specific duties but reflect on the overall experience.

Self-Assessment: What did I do well? Select a specific situation or you may describe a general trend over the two-week period. If applicable, include how any of your curriculum courses prepared you for the issue/situation.

Performance Improvement: What situation would I have handled differently and how would I have done it? Use this section to reflect on something you could have done differently. You could relate something you did not handle well, or that you performed in an acceptable manner but could improve (please note that your grade will not drop if you did not handle a situation appropriately--the key is to learn from the situation). What specific actions will I take to improve my performance? Self-explanatory; this section may include discussions with your Practicum Supervisor and work habit feedback. Can you relate any previously-studied material from your curriculum that you will reference and may help you improve?

Leadership Skills: How did I demonstrate leadership? Self-explanatory; if applicable, include references to material you studied in your leadership courses. If you did not demonstrate leadership, you can discuss being a good follower and/or observing a leadership situation.

Summary of Hours: Clearly share the hours worked for the past two weeks along with dates and total practicum hours to date. See example below:

<table>
<thead>
<tr>
<th>Days</th>
<th>Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>February 5</td>
<td>8:00-12:00</td>
</tr>
<tr>
<td>February 8</td>
<td>10:00-12:00, 2:00-4:00</td>
</tr>
<tr>
<td>February 9</td>
<td>8:00-11:00</td>
</tr>
<tr>
<td>February 10</td>
<td>8:00-12:00</td>
</tr>
<tr>
<td>February 11</td>
<td>9:00-11:00, 1:00-4:00</td>
</tr>
<tr>
<td>February 12</td>
<td>1:00-5:30</td>
</tr>
<tr>
<td>February 15</td>
<td>10:00-2:00</td>
</tr>
<tr>
<td>February 16</td>
<td>8:00-12:00</td>
</tr>
<tr>
<td>February 17</td>
<td>8:00-11:30</td>
</tr>
<tr>
<td>February 18</td>
<td>10:00-12:00, 1:00-3:00</td>
</tr>
</tbody>
</table>

Two Week Total 40.0

Total Practicum Hours to Date 80.0
**NOTE to Students: Your work schedule may or may not be Monday through Friday, as in the previous chart. Modify the chart as needed and accurately reflect your internship hours. Internship hours do not need to reflect exactly 20 hours per week, as schedules may change over the course of the semester and due to the nature of the duties. However, students and Practicum Supervisors should plan for approximately 20 hours per week, and the internship should total 200 hours (150 hours if taken during the Summer Session).** [Remove this section when submitting your report.]

* Practicum Supervisors annotate their review and approval by signing the Practicum Signature Form (for each report) in the appropriate area. Students are responsible for uploading an updated Signature Form with each submission on Blackboard.*
Appendix D2

Sample Bi-Weekly Report (Project)

Awesome U.S. Student
UNIV 4990, Spring 2018
Bi-Weekly report #2
Due Date: February 22, 2018

Bi-Weekly Report 2

Accomplishments/duties during the period: Describe your project activities over the previous two weeks. Include not only specific research but reflect on the overall experience.

Project developments: Assess and interpret your accomplishments. If applicable, analyze new and/or unforeseen developments. Present the instructor with latest draft of project.

Next steps and/or modifications to project plan based upon activities to date: Use this section to discuss any changes and/or modifications to your project, either in focus or schedule.

Project Schedule/Milestones for the next two weeks: Students may use a bullet format for this section

Practicum Supervisors annotate their review and approval by signing the Practicum Signature Form (for each report) in the appropriate area. Students are responsible for uploading an updated Signature Form with each submission on Blackboard.
## Bi-weekly report #1

**Introduction:** Announce your topic to the reader, provide context and a rationale for your work, clearly and concisely state the paper’s purpose, which should be engaging and thought provoking.

+ **Review of literature:** Include a review of at least 5 of the 10 required academic-related literature sources and/or previous research. Use in-text citations. Categorize the literature (e.g. divide the literature into categories such as literature in support of a particular position, those against, those offering alternatives entirely). Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

+ **Reference List:** Use MLA or APA format to list all of your references

## Bi-weekly report #2

**Introduction:** Announce your topic to the reader, provide context and a rationale for your work, clearly and concisely state the paper’s purpose, which should be engaging and thought provoking.

+ **Review of literature:** Include a review of at least ten (10) academic-related literature sources and/or previous research. Use in-text citations. Categorize the literature (e.g. divide the literature into categories such as literature in support of a particular position, those against, those offering alternatives entirely). Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

+ **Reference List:** Use MLA or APA format to list all of your references

## Bi-weekly report #3

**Introduction:** Announce your topic to the reader, provide context and a rationale for your work, clearly and concisely state the paper’s purpose, which should be engaging and thought provoking.

+
Review of literature: Include a review of at least ten (10) academic-related literature sources and/or previous research. Use in-text citations. Categorize the literature (e.g. divide the literature into categories such as literature in support of a particular position, those against, those offering alternatives entirely). Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

Analysis of Literature: Explain how each work is similar to, or varies from, the other research findings.

Reference List: Use MLA or APA format to list all of your references

Bi-weekly report #4: Incorporate edits/feedback from instructor and/or practicum supervisor from your last bi-weekly reports

Introduction: Announce your topic to the reader, provide context and a rationale for your work, clearly and concisely state the paper’s purpose, which should be engaging and thought provoking.

Review of literature: Include a review of at least ten (10) academic-related literature sources and/or previous research. Use in-text citations. Categorize the literature (e.g. divide the literature into categories such as literature in support of a particular position, those against, those offering alternatives entirely). Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

Analysis of Literature: Explain how each work is similar to, or varies from, the other research findings.

Discussion: Discuss the findings and conclusions of the literature. Critically evaluate each piece of literature. Which of the author’s theses are most/least convincing? Are the authors’ perspectives neutral or prejudicial? Are the authors’ claims supported by evidence? Did you find any gaps in the literature?

Reference List: Use MLA or APA format to list all of your references

Bi-weekly report #5: Incorporate edits/feedback from instructor and/or practicum supervisor from your last bi-weekly reports

Introduction: Announce your topic to the reader, provide context and a rationale for your work, clearly and concisely state the paper’s purpose, which should be engaging and thought provoking.

Review of literature: Include a review of at least ten (10) academic-related literature sources and/or previous research. Use in-text citations. Categorize the literature (e.g. divide the literature into categories such as literature in support of a particular position, those against, those offering alternatives entirely). Please note, all sources cited should be academic in nature from professional journals/books/websites. Wikipedia is not considered a reputable source.

Analysis of Literature: Explain how each work is similar to, or varies from, the other research findings.

+
Discussion: Discuss the findings and conclusions of the literature. Critically evaluate each piece of literature. Which of the author’s theses are most/least convincing? Are the authors’ perspectives neutral or prejudicial? Are the authors’ claims supported by evidence? Did you find any gaps in the literature?

Conclusion: Restate the subject, issue, or theory you examined in your paper along with the objective of your literature review. Summarize the main points of your paper. Discuss the future of the topic.

Reference List: Use MLA or APA format to list all of your references
POST-PRACTICUM:
ITEMS TO COMPLETE AT THE END OF PRACTICUM EXPERIENCE

1. Evaluations forms to be completed by
   a. Practicum supervisor of student
   b. Practicum student of instructor and experience
PRACTICUM EVALUATIONS

The University Studies practicum should be viewed as a professional relationship between three parties: the student, the University Studies Program (represented by the Course Instructor and/or the Director of University Studies), and the Practicum Agency or Research/Project Supervisor. Assessing the practicum experience requires input from all three parties.

Practicum Supervisor Assessment of Student Performance
The Practicum Supervisor will complete an assessment of the student and their experience. Students are responsible for ensuring the practicum supervisor is aware of the practicum evaluation, providing the proper form (Appendix E) to the Practicum Supervisor, and ensuring the Practicum Supervisor emails a completed, signed form to the Course Instructor by the due date provided in the syllabus. A copy of the assessment is located in Appendix E and in the Forms Folder on Blackboard. The student and the Practicum Supervisor should review this form together and as a final feedback and evaluation session for the practicum. The Course Instructor will use this assessment to assign the grade (15% of the total grade) for the Supervisor Evaluation section. The Course Instructor is not required to assign the exact final recommendation of the supervisor and may adjust the grade up or down depending on the overall evaluation and markings (and not just the final recommendation) and the written comments.

Course Instructor Evaluation of the Student
The Course Instructor will assess the practicum student on the basis of the following criteria. This will count toward your final grade.

- General and overall quality of practicum assignments;
- Initiative in following and conforming to practicum deadlines;
- Ability to follow instructions and improve performance based upon feedback given during the course
- Professional attitude, communication skills, and overall performance.

Student Evaluations of the Practicum
All students will complete the following evaluations:

- Student Evaluation of the Practicum Supervisor (Appendix G)
- Student Evaluation of the Course Instructor (Appendix H)

In addition to the two evaluations above, students who completed an internship will complete:

- Student Evaluation of Practicum Experience (Appendix F)

Please note: All student evaluations of the practicum will be completed through Qualtrics. The course syllabus will include direct web links to the evaluations. The evaluations included in this manual (Appendix F, G, and H) are for informational purposes only and should not be filled out. Students should utilize the Qualtrics web links and complete the surveys online.

All students are responsible for completing the required evaluations by the due date set in the course syllabus.

The Course Instructor will not receive the students’ assessments of the course until after UNIV 4990 grades are submitted to the Registrar. These assessments have no impact on student grades but are valuable in improving future course offerings and the University Studies program. Feedback on supervisors and internships helps the staff assist future students find and secure valuable practicum experiences.
The Director of University Studies welcomes feedback on this *Practicum Manual*. Please provide any information for improvement or inclusion to:

Director of University Studies  
BSUS@ecu.edu

Or

2025 Bate Building  
Attn: Director of University Studies  
East Carolina University  
Greenville, NC 27858
Appendix E

Practicum Supervisor Performance Assessment
University Studies
East Carolina University

The University Studies practicum is the capstone experience of the student’s University Studies degree program. The practicum provides opportunities to gain experience in the application of undergraduate coursework under the supervision of professionals and prepare them for the next step in their lives, be it graduate school, entering the workforce, or both. As such, the Practicum Supervisor should provide the student and Course Instructor an assessment of the student’s strengths and suggestions for improvement in order to promote professional growth and development.

The assessment should be used as a communication tool as well as an evaluation tool. Please discuss the ratings with the student near the end of the practicum period. Assess the practicum student as if s/he was an entry-level employee (or, in the case of a research/project, a research/project assistant), as this will maximize developmental feedback. You will have the opportunity to recommend a letter grade separate from your ratings at the end of the evaluation. If more than one staff member has supervised the student, the evaluation should reflect their combined judgment, even though only one signature is required.

You will note that there are "Comments" sections throughout the performance report. If poor or unacceptable performance is noted, please be sure to provide comments, which will assist the student in understanding what follow-up is recommended.

The student is responsible for informing the supervisor where to access the assessment and the deadline for completion (which is noted in each semester’s syllabus). Please complete the Practicum Performance Assessment, review it with the student, and have the student upload it to the Course Instructor by the required date. Your input is appreciated and will be essential in reviewing the student's development.

* Note: not all areas will be applicable, especially if the student completed a research paper/project. Complete the assessment to the fullest extent possible, in order to provide the best possible feedback to the student.
## Practicum Supervisor’s Assessment of Student Performance

**Student Name:** ________________________________

**Practicum Supervisor’s Name:** ________________________________

**Agency/Employer/Faculty Member’s College:** ________________________________

### I. General Performance Items

<table>
<thead>
<tr>
<th>General Performance</th>
<th>N/A</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Work quality</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Productivity</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Attendance</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Dependability</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Punctuality</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Attitude</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Initiative</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Appearance</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Flexibility</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Creativity</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Oral communications</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Written communications</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to cope with stress</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Assertiveness</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Critical thinking</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Problem-solving</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Judgment</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Ability to learn new information</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Follow instructions/procedures</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Team player</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Professional ethics</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Overall Professionalism</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

**Comments:**

_________________________________________________________________

_________________________________________________________________

_________________________________________________________________
II. University Studies Learning Outcome Items

<table>
<thead>
<tr>
<th>Item</th>
<th>N/A</th>
<th>Strongly Disagree</th>
<th>Disagree</th>
<th>Neutral</th>
<th>Agree</th>
<th>Strongly Agree</th>
</tr>
</thead>
<tbody>
<tr>
<td>The practicum student successfully functioned in a professional manner while completing the practicum</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The practicum student successfully planned and implemented the practicum project/experience</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The practicum student successfully demonstrated leadership skills while completing the practicum</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The practicum student successfully demonstrated goal-setting skills</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The practicum student successfully demonstrated decision-making skills</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>The practicum student successfully demonstrated relationship development skills</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments: 

*Continue on a separate sheet, if needed.
Summary Rating

<table>
<thead>
<tr>
<th>Overall Performance</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Additional Summary/Comments:

What do you consider to be the primary areas for this student’s professional development? Give specific suggestions as to how the student may improve.

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

What do you consider to be this student’s major strengths?

________________________________________________________________________________________________________________________

________________________________________________________________________________________________________________________

Supervisor’s Overall Grade:

Please assign what you believe to be an appropriate letter grade for the student’s practicum performance. Please circle the most appropriate letter grade.

<table>
<thead>
<tr>
<th>Failing</th>
<th>Average</th>
<th>Very Good</th>
<th>Outstanding</th>
</tr>
</thead>
<tbody>
<tr>
<td>F</td>
<td>D</td>
<td>C-</td>
<td>C</td>
</tr>
<tr>
<td>0-5</td>
<td>6</td>
<td>7</td>
<td>7.5</td>
</tr>
</tbody>
</table>

Your completion and submission of this assessment indicates that you have reviewed and discussed the performance evaluation with the practicum student. It does not necessarily indicate that the student agrees with the evaluation.

Practicum Supervisor's Signature: _____________________________________________

Revised January 2019
Appendix F

Student Evaluation of the Practicum Experience *(Internships Only)*
University Studies
East Carolina University

Student Name: _______________________________
Agency/Employer: _______________________________
Location: _______________________________

Use the following to rate your practicum experience. Please circle your response to indicate the quality of the item.

<table>
<thead>
<tr>
<th>Pre-Placement</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Information Provided</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Prompt Communications</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Interview/Tour</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Job Description</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments for future students: ____________________________________________________________
____________________________________________________________________________________
____________________________________________________________________________________

*Continue on a separate sheet, if needed.

<table>
<thead>
<tr>
<th>Orientation</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome Package/Work Docs Provided</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Goals/Objectives Clarified</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Policies/Procedures Explained</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Work Schedule Established</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Job Description Reviewed</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Comments for future students: ____________________________________________

________________________________________

*Continue on a separate sheet, if needed.

<table>
<thead>
<tr>
<th>Benefits</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>On-Site Transportation</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>On-Site Parking</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Housing</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Stipend/Salary</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Uniform</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Additional Insurance</td>
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<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Transportation to and from Practicum Site</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments for future students: ____________________________________________

________________________________________

*Continue on a separate sheet, if needed.

<table>
<thead>
<tr>
<th>Work Experience</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Adequate Resources</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Adequate Supervision</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Adequate Staffing</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>In-Service Training</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Reasonable Work Schedule</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Reasonable Work Load</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Variety of Work Experiences</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Exposure to a Variety of Professional Activities, Seminars, Materials</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>
Comments for future students:________________________________________________________________________

*Continue on a separate sheet, if needed.

<table>
<thead>
<tr>
<th>Work Environment</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Safe</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Accessible</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Conducive to doing your job</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments for future students:________________________________________________________________________

*Continue on a separate sheet, if needed.

<table>
<thead>
<tr>
<th>Equipment</th>
<th>Not Applicable</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Average</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Availability</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Condition</td>
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<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Adequacy</td>
<td>N/A</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Comments for future students:________________________________________________________________________

*Continue on a separate sheet, if needed.

Post-Practicum
On a separate sheet, attached to this survey, please answer the following questions:

1. If offered a position with this agency/employer would you accept it? Why/why not?
2. Would you recommend this agency/employer to future students for an internship? Why/why not?
3. What specific skills are needed to succeed at this/with this agency/employer?
Appendix G

Student Evaluation of the Practicum Supervisor (All Practicum Programs)

University Studies
East Carolina University

Student Name: ____________________________ Date: ___________

Agency/Faculty Member's College/Dept.: ____________________________

Practicum Supervisor's Name: ____________________________

Title: ____________________________

Use the following rating scale to rate your supervisor. Please circle your response.

<table>
<thead>
<tr>
<th>QUALITIES</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ability to do job/project/mentor research</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Provided support as needed</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Motivator</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Role-model</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Oral communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Written feedback</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Able to solve problems</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Honest and fair</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Good leadership</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Open/available and took time to work with me</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Professionalism</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Overall Rating</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
</tbody>
</table>

Would you recommend this person to serve as a future Practicum Supervisor?
_____ Yes _____ No

Provide any comments on a separate sheet, with the header, “Student Evaluation of the Practicum Supervisor – Comments”
Appendix H

Student Evaluation of the Course Instructor (All Practicum Programs)
University Studies
East Carolina University

This assessment must be completed in hard copy and mailed, or e-mailed as an attachment, to the University Studies Administrative Assistant. The Course Instructor will not receive this assessment until all grades have been posted.

Directions: Please evaluate your Course Instructor by circling the appropriate number for each of the following qualities:

<table>
<thead>
<tr>
<th>QUALITIES</th>
<th>Unacceptable</th>
<th>Poor</th>
<th>Fair</th>
<th>Good</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clarity of Assignments</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Prompt Communication</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>a. Written</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>b. Oral</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Grading Timeliness</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Grading Fairness</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Performance Feedback</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Availability</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td>Professional Knowledge</td>
<td>1</td>
<td>2</td>
<td>3</td>
<td>4</td>
<td>5</td>
</tr>
<tr>
<td><strong>Overall Rating</strong></td>
<td><strong>1</strong></td>
<td><strong>2</strong></td>
<td><strong>3</strong></td>
<td><strong>4</strong></td>
<td><strong>5</strong></td>
</tr>
</tbody>
</table>

Comments:  
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________
__________________________________________________________________________

*Continue on a separate sheet, if needed.