

**EASTERN KENTUCKY UNIVERSITY  
DEPARTMENT OF RECREATION AND PARK ADMINISTRATION**

**UNIVERSITY RESPONSIBILITIES**

The Department of Recreation and Park Administration has the following responsibilities:

1. In collaboration with the student, the Practicum Coordinator will assist in selecting a quality senior practicum site.
2. Supply the student with all information needed to prepare for the Senior Practicum.
3. Consult with the students and be available for conferences as needed.
4. Advise the agency of the Practicum standards and regulations.
5. Upon request, supply information regarding the student s background and prior work experiences.
6. Coordinate with the agency personnel the nature of the experience students should receive.
7. Supply information, evaluation forms and any requested materials to facilitate supervision by the cooperating agency.
8. Upon student request, discuss the agency s evaluation with the student for the purpose of helping the student grow professionally.
9. Schedule an agency visit(s) with the student and the agency supervisor to observe procedures and monitor student progress.
10. Be available for consultation with the student and the agency.
11. Compile the necessary information needed to submit a letter grade for the Practicum.
12. Encourage dialogue between the agency, University, and student to evaluate the learning effectiveness of the Senior Practicum.