

RESPONSIBILITIES OF THE UNIVERSITY SUPERVISOR

1. Review folders of all assigned students prior to meeting with students before they leave campus to begin their Practicum. The Department supervisor should familiarize himself/herself with the student's academic background, previous work experiences, strengths, weaknesses, Practicum objectives and reasons for agency selection.
2. Become acquainted with agency supervisors and agency personnel.
3. Supervise the training of the student assigned to a cooperating Practicum agency. In agencies within reasonable distance of the campus (approximately 250 miles), this supervision will include one visit during the Practicum in order to confer with the agency supervisor concerning the student's progress. During the visit the Department supervisor may discuss the student's past and future experiences, meet separately with both the student and the agency supervisor, review the midterm evaluation with the student, meet staff, visit facilities, observe and critique the intern's programmatic success, and assess the intern's overall effectiveness.
4. Communicate with the agency supervisor and the student as needed.
5. Evaluate Practicum reports (i.e., initial report, weekly reports, project proposal and final report).
6. Evaluate the student's Practicum experience in cooperation with the agency supervisor and assign the student's final grade.
7. Submit the midterm and final evaluations to the Practicum Coordinator for permanent files.
8. Discuss student problems and concerns with the Department's Practicum Coordinator.