

RESPONSIBILITIES OF THE PRACTICUM STUDENT

1. Every practicum student should purchase professional liability insurance if it is not provided by the agency. Students will be able to purchase insurance per instructions received in REC 450.
2. Notify the practicum coordinator if an affiliation agreement with the agency is required.
3. Provide all information required for the practicum folder for use by the Seminar (REC 450) instructor and Department Supervisor.
4. Fulfill the terms of all written agreements with the University and/or the agency.
5. Discharge all responsibilities in a professional manner, participate in conferences and training sessions, and submit all reports required by the agency and department.
6. Visit, observe, and participate in phases of the agency operation other than those assigned.
7. Keep a daily log to be used in completing weekly reports.
8. Submit all required reports and projects to the department as scheduled and on time. All correspondence must be typed or word processed.
9. Develop, with the agency supervisor, a plan of study and experiences designed to meet his/her needs and goals.
10. Follow the policies and duties outlined by the agency, meeting all scheduled commitments and arrangements made in connection with the practicum.
11. Contact the department supervisor to discuss any problems or concerns encountered during the practicum.
12. Make every effort to attend area, regional, and state conferences, meet as many professional as possible, and participate in sessions when the opportunity presents itself.
13. Be a positive reflection on yourself, the University, the Department, and the practicum agency.