

**EASTERN KENTUCKY UNIVERSITY
Department of Recreation and Park Administration**

STUDENT TIME-LINE - 12 Week Practicum

<u>Assignment Due</u>	<u>12 Weeks</u>
<u>Letter</u> to department supervisor discussing the “settling in” process and perceptions of your placement.	Week #1
<u>Weekly Report #1</u> (Due Wednesday of Week #2)	Week #2
The department supervisor will contact the student by mail or phone during the first or second week.	
<u>Weekly Report #2</u>	Week #3
<u>Weekly Report #3</u> and <u>Initial Report</u> Due	Week #4
<u>Weekly Report #4</u> - Submit <u>Project Proposal</u> to department supervisor for approval	Week #5
<u>Weekly Report #5</u>	Week #6
<u>Department Supervisor’s Visit</u> The department supervisor will visit agencies within a 250 mile radius of Richmond.	
<u>Weekly Report #6</u> - <u>Mid-term Evaluation</u> (Appendix M or N) Due	Week #7
<u>Weekly Report #7</u>	Week #8
<u>Weekly Report #8</u>	Week #9
<u>Weekly Report #9</u>	Week #10
<u>Weekly Report #10</u>	Week #11
<u>Weekly Report #11</u> - <u>Final Report, Project, Final Agency Evaluation, Faculty Supervisor Evaluation and Summary of hours</u> (Appendix R)	Week #12

