

DEPARTMENT OF RECREATION AND PARK ADMINISTRATION

REC 463

FINAL REPORT

Instructions: Each practicum student must complete a final report describing and evaluating his/her total experience.

1. Title Page - date, name of student, name of agency, name of agency supervisor, and practicum dates.
2. Preface - purpose of the report, acknowledgments, etc.
3. Table of contents
4. Brief Agency Description - participants, objectives, organization, program, facilities, leadership-personnel, fiscal and general administrative procedures.
5. Summary of Student's Accomplishments -summary of duties and responsibilities, assignments, objectives met/not met, etc.
6. Self-Analysis of Performance - strengths, shortcomings, problems, questions, including alterations or revisions of the student's original practicum objectives.
7. Conclusions and Recommendations - future career plans, interests and needs, type of setting, and level of leadership desired; courses, books, institutes, workshops desired; recommendations to the agency and to the university.
8. Appendices - please attach or deliver with the report any materials available from the agency which would be useful for the post practicum seminars or other classroom instruction at the university.
9. This report is to be signed by the student and the agency supervisor before being mailed or faxed to the university supervisor. Agency supervisors are encouraged to make written comments on reports.
10. Final report is to be written in narrative style and typed or word processed. 1" margins, Times/Times New Roman, 12 pt., double spaced.