

**DEPARTMENT OF FAMILY AND CONSUMER SCIENCES
EARLY CHILDHOOD EDUCATION
APPLICATION FOR ADMISSION TO FACS 313 PRACTICUM**

PART I: (To be completed by student)

Name _____ WKU ID# _____
 Last First MI

Local Address: _____
 Street Address City State Zip Code

Current Email: _____ Phone _____

Major _____ Option in Major _____
 (circle one)

Minor(s) _____ Semester Enrolling for Internship: _____

Total Credit Hours Completed to Date _____ Expected Graduation Date _____

I understand I must satisfactorily complete the criteria for Full Admission to Practicum prior to enrolling. I understand that it is my responsibility to approve my practicum with the Dr. D'Lee Babb prior to starting a practicum. I understand the practicum requires a concentrated intense field placement and potentially carries risks in working in various locales and with diverse populations. I also understand that I am responsible for attaining the requirements and demonstrating achievement of these competencies as well as course work online.

 Student's Signature Date

PART II: (To be completed by student)

Please check the individual or family groups you are interested in working with during your internship.

_____ infants	_____ aging individuals
_____ preschool children	_____ families
_____ school age children	_____ others (please specify) _____
_____ adolescents	_____
_____ young adults	_____
_____ adults	_____

Please check the types of settings that interest you the most for your internship.

_____ early childhood education	_____ legal services
_____ social service agencies	_____ mental health services
_____ health care agencies	_____ religious programs
_____ recreational programs	_____ other (please specify) _____
_____ other educational settings	_____
_____ public policy	_____

PART III: (To be completed by student)

1. Briefly describe your previous experiences working with individuals and families (1-3 paragraphs).
2. Provide a one page proposal with the following: description of the internship site, rationale for your placement there (how does the site fit with the application of HDFS knowledge and your professional goals), and expectations you will accomplish during the internship.
3. On a separate page, provide 3-5 specific professional goals you will accomplish on your internship and under each goal provide 2-3 specific measurable objectives of how you will meet that goal.
4. Complete the “Practicum Job Description and Contract.”

**FACS Early Childhood Education – Western Kentucky University
Practicum JOB DESCRIPTION AND CONTRACT**

This contract verifies the agreement between the student and site supervisor that the student goals/objectives, job description, and hours are acceptable and that the site supervisor agrees to provide oversight and feedback to the student. The student has established the attached set of goals and objectives and agrees to complete 120 hours of internship. Briefly describe responsibilities (job description) of internship:

Anticipated days of week/time expected on site: _____

Should the student be deemed to be unsuited for the internship due to failure to meet either Agency or University standards, this agreement may be terminated by mutual consent. The student with the consent of the instructor may also terminate this contract if the experience fails to meet either course objectives and/or student objectives.

Student Name	Student Phone	Student e-mail
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Site Supervisor	Site Name	Site Phone
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Site Address,	City,	State,	Zip code	Supervisor e-mail
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Student Signature	Date	Site Supervisor Signature	Date
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D'Lee Babb, Ph.D.	Western Kentucky University	405-745-6943
Practicum Professor		WKU Office Phone

dlee.babb@wku.edu		
Practicum Professor's e-mail	Practicum Professor's Signature	Date

FACS 313 PRACTICUM RESPONSIBILITIES

Responsibilities of Student

Complete Practicum Application—student part must be typed or completed by word processing software program.

Negotiate practicum responsibilities and goals with site supervisor that are consistent with the FACS knowledge base and personal career goals.

Submit copies of approved goals/objectives, and internship job description and contract to the site supervisor and attain signature.

Three copies of the contract are required for the following:

- 1) Site Supervisor**
- 2) Student**
- 3) Practicum Professor**

Submit signed copies of practicum goals, objectives, and contract to: Practicum Professor. **NO HOURS COUNT** until this form is signed and dated by the practicum professor and you have been notified that you are approved to move forward into your practicum experience.

Perform responsibilities of practicum as described in the internship job description in a professional manner.

Complete required practicum hours per credit hour of practicum.

Consistently keep faculty supervisor informed of your activities.

Maintain a daily log of practicum activities and experiences activity reports, and evaluations.

Complete requirements on syllabus by the due date. It is the student's responsibility for attaining syllabi.

Maintain communication with site supervisor, Practicum Professor, and class (online discussion).

Take initiative when questions, situations, or concerns arise.

Complete time logs.

Research and prepare a written project that integrates practicum experience with the FACS knowledge base.

Responsibilities of Practicum Professor

Assist students in identifying and clarifying goals and objectives and identify appropriateness of practicum sites.

Approve student practicum.

Maintain records and forms for each student during practicum.

Conduct evaluation consultations, evaluate and provides feedback to students on practicum.

Assist students in applying internship objectives and HDFFS knowledge base to the practicum experience and support practice of professional skills.

Respond to concerns and questions of student.

Provide feedback and grade to student.

Responsibilities of Site Supervisor

Review the student goals and objectives to establish appropriateness for the agency.

Work with student(s) to identify responsibilities that reflect entry professional experiences.

Provide opportunities for the student to learn and develop and apply their career goals and objectives.

Help student to implement entry level professional skills.

Complete a final evaluation of the student's performance using the supplied Supervisor Evaluation Form. A mid-term evaluation is strongly suggested, but not required.

Provide guidance and support as the student practices professional skills and develops a professional role.

Contacts Practicum Professor at (270) 745-6942 as questions or concerns arises.

Provide supervision and feedback of student's performance in meeting goals, objectives, and responsibilities.

Direct student to obtain information and resources on the history, goals, and organization of the agency.

PART IV: (To be completed by FACS Practicum Professor)

_____ A. Preliminary approval of site if not utilized by a FACS practicum student in last three years.

_____ B. Completed practicum application form has been reviewed & approved.

_____ D. Student has completed all steps of internship procurement & approval, and may enroll into the FACS 313 course for the appropriate semester.

Admission to Practicum:

_____ Granted, student may enroll in Practicum

_____ Denied

Student scheduled to enroll _____ Semester _____ Year _____.

Approved Practicum Site: _____

Practicum Paid: _____ Anticipated Start Date: _____

Remarks:

FACS Practicum Professor