INTRODUCTION

A practicum (worth 3-credit hours) is required of all degree-seeking students in the Recreation and Sport Administration Graduate Program at Western Kentucky University. This handbook is designed to guide students and their supervisors through this experience.

The term, “practicum,” refers to a supervised educational work experience with an approved agency, organization, or institution. This experience allows the student to develop professionally under the guidance of leaders in field of recreation and sport administration.

In addition, the practicum site is an extension of the curriculum. The experience should afford students an opportunity to apply theoretical knowledge and technical skills in a practical manner, gaining valuable pre-professional in-service training. The experience should also help expand students’ professional network.

The practicum is to be completed at an approved site for a total of 50 clock hours. The practicum may also be completed at two approved sites with 25 clock hours at each location.

GRADING

The University Supervisor will grade the practicum based upon the assignments listed below. Students must complete all required forms and assignments prior to receiving a passing grade. The following list indicates the graded assignments and their relative weight:

- Executive Summary 50%
- PowerPoint Presentation 40%
- Required Forms 10%
GENERAL GUIDELINES

• Students should begin by carefully reading this handbook and the syllabus.

• Students should carefully select a site(s) matching their professional interests.

• The University Supervisor must approve all sites before any hours can be completed.

• The practicum is comprised of 50 clock hours at one site or 25 clock hours at two sites.

• The University Supervisor must also approve all completed paperwork PRIOR to starting the practicum. *Students will need fill out a second set of forms when choosing to complete hours at two sites.

• The practicum student’s job duties must be different from their current responsibilities if the approved practicum site is their current place of employment.

• The practicum student may be covered by the agency’s liability insurance. In addition, students may secure insurance coverage through other sources such as professional associations. The University, the School of KRS, and the University Supervisor accepts no responsibility for workers compensation, hospitalization, background checks, or medical services associated with the practicum site.

• Practicum Students shall be subject to the work schedule suggested by the supervising agency.

• In case of unexpected circumstances (such as illness or emergency) affecting attendance during the practicum assignment, the student shall notify the University Supervisor and the Agency Supervisor as soon as possible.

• Travel/lodging expenses are the responsibility of the student during the practicum experience.

• Agency Supervisors must sign off to verify that the required hours have been completed.

• Failing to meet the qualifications set forth in this handbook may result in the termination of the practicum experience.

• A failing grade may result if the practicum student terminates the experience without approval of the University Supervisor.

• Practicum students represent Western Kentucky University, the School of KRS, and the RSA graduate Program. Failing to meet the standards set forth in this handbook may result in a failing grade.
PRACTICUM INFORMATION AND PLAN
(To be submitted to the University Supervisor via course website)

Student Name _____________________________________

WKU ID #: ________________________________________

Email: ____________________________________________

Cell Phone: _________________________________________

Agency: ____________________________________________

Agency Supervisor: _________________________________

Agency Phone: ______________________________________

Agency Address: ___________________________________

To be completed by the Student with the assistance of the Agency Supervisor. The goals and timeline must be agreed to and signed by both parties).

The student should accomplish the following goals as part of this practicum:

1. ___________________________________________________________________________

2. ___________________________________________________________________________

3. ___________________________________________________________________________

4. ___________________________________________________________________________

5. ___________________________________________________________________________

Timeline for completion of the goals listed above:

______________________________________________________________________________

Student Signature  

Agency Supervisor Signature  

______________________________________________________________________________
RECREATION AND SPORT ADMINISTRATION PROGRAM
DEPARTMENT OF KINESIOLOGY, RECREATION & SPORT
WESTERN KENTUCKY UNIVERSITY

PRACTICUM STUDENT / AGENCY AGREEMENT

Copies: 1) Maintain a copy of this document for your records; 2) provide a copy of the completed agreement to your Agency Supervisor; 3) submit an electronic .pdf copy to your University Supervisor via the course website.

The following agreement between _____________________ and _____________________ (Practicum Student) representing _____________________, discussed and agreed upon this _______ of ______/____, constitutes an agreement for a Practicum during the _________ semester to fulfill the 50 clock hour at one site or 25 clock hours at two sites requirement.

I. Agency Supervisor responsibilities:
   A. Assist the Practicum Student with setting goals and verify the hours completed with a signature.

II. Agency responsibilities to Practicum Student:
   A. Assist with the professional growth and development of Practicum Student.
   B.Expose the student to as many administrative areas of the Agency as possible.
   C. Allow attendance at staff and/or event planning meetings when appropriate.

III. Requirements of the Practicum Student:
   A. Strive to become familiar with the total operation of the Agency through discussion, observation, participation, and evaluation.
   B. Represent Western Kentucky University and the Agency in a professional manner at all times.

The Practicum requirements of Western Kentucky University will be adhered to – and in such cases in which disagreements arise in regard to principles, practices, and philosophies of the Agency – a satisfactory solution will be determined in consultation with the University Supervisor, the Practicum Student, and the Agency Supervisor.

* The University Supervisor should approve any other Agency agreements before signing.

Realizing this is an agreement and not a binding legal document, we agree to work together towards its satisfactory completion for the mutual benefit of all concerned.

___________________________  ____________________________
Date                          Practicum Student

___________________________  ____________________________
Date                          Agency Supervisor

___________________________  ____________________________
Date                          University Supervisor
The following agreement between ___________________________ and ___________________________, discussed and agreed upon this _______ of _______/____, constitutes an agreement for 3 credit hours and 50 total clock hours.

The Practicum Student will:

A. Adhere to all policies, regulations, procedures, and assignment dates as explained in the Practicum Handbook.

The University Supervisor will:

A. Supervise arrangements for and give final approval of the practicum assignment.
B. Maintain open communication with the Practicum Student and Agency Supervisor on all matters pertaining to the practicum.
C. Make contact as needed to monitor student’s progress.
D. Carefully evaluate all practicum documentation and determine the final grade for the Practicum Student.

We hereby acknowledge that the items explained in this document constitute an agreement for an educational experience between the Practicum Student and Western Kentucky University. The grade received in the course will be based on the aforementioned terms and assignments detailed in the syllabus.

__________________________________________  ____________________________
Practicum Student                        Date

__________________________________________  ____________________________
University Supervisor                     Date
Please sign to verify that the Practicum Student has completed the number of hours listed and rate the student based upon your limited experience working with them during the Practicum. Feel free to make comments at the bottom. Thank you.

Hours Completed _________________

Rating Scale:

1. Excellent (Grade of “A”) Indicates the very best performance you might reasonably hope for a student in this position.

2. Above Average (Grade of “B”) Indicates a very high quality all-around performance on the Practicum Student’s part.

3. Average (Grade of “C”) Indicates a satisfactory performance that would be expected from any employee. Performance is average and no more.

4. Below Average (Grade of “D”) Indicates a below average all-around performance to date. Improvement expected with additional training/experience.

5. Unsatisfactory (Grade of “F”) Indicates all-around unsatisfactory performance. The Practicum Student is not suited to the job or appears incapable of performing professionally.

If the student continues to perform at the current level an anticipated grade will be:

( ) A ( ) B ( ) C ( ) D ( ) F

________________________

(Agency Supervisor)

Comments: