

SAHE 731: Practicum in Student Affairs
Indiana University of Pennsylvania
Practicum Proposal

_____ Date Rec'd

Semester _____ Year: _____ 1st Practicum or 2nd Practicum₁ or 3rd Practicum₂

Student: _____ Banner #: @ _____

Address: _____

Email: _____ Phone: _____

Practicum Supervisor (name and title): _____

Email: _____ Phone: _____

Institution & Department Name: _____

Complete Mailing Address: _____

₁ If this is your 2nd or 3rd Practicum, indicate your 1st Practicum Office Site: _____

₂ If this is your 3rd Practicum, indicate your 2nd Practicum Office Site: _____

- I. Attach a sheet that identifies the basic expectations, duties and/or assignments for which the student will be responsible.
- II. The student should attach a list of learning outcomes and describe how each of these outcomes will be addressed through the planned practicum experience.
- III. If the student intends to count this practicum experience towards the Academic Advising Graduate Certificate, the student should attach a description regarding how this practicum experience is directly related to academic advising or student success programs.
 Please check here if you are pursuing the Graduate Certificate in Academic Advising.
- IV. The student must invest a minimum of 150 hours in the practicum experience. The number of hours per week may vary depending on when the practicum occurs. Start and end dates are proposed as follows:

Start Date: _____ End Date: _____
- V. In addition to work at the practicum site, the student will be expected to attend seminars and individual meetings with the Practicum Instructor, participate in site and performance evaluations, maintain time logs, and other assignments described in the syllabus.
- VI. The student affirms by submitting this form that they have read IUP's Sexual Violence/Sexual Harassment, Students of Concern and Protections of Minors Manual (available on LiveBinder).

Proposed by:

_____ and _____
Site Supervisor/Date **Student/Date**

Approved by: _____
Practicum Instructor **Date**