

FLORIDA INTERNATIONAL UNIVERSITY
College of Arts, Sciences and Education
School of Education and Human Development
Department of Leadership and Professional Studies
Practicum in Higher Education Administration

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(Updated: 3/2018)

Introduction

Practicum in Higher Education is a course designed to equip students with hands-on experience in their chosen field of specialty. The practicum typically occurs over the course of one semester and involves a supervised practical application of theory. Academic credit is earned through enrollment in **EDH 6943**. Credit is granted when the student fulfills the negotiated contract to the satisfaction of the practicum supervisor and the instructor of record for the practicum course. ***Note: Students may register for practicum only after they complete EDH 6045, College Student Development Theory. Students must complete a minimum of three credits (maximum of six credit hours) of practicum in the Higher Education program of study.***

Purpose

The practicum provides valuable experience in student affairs or other higher education offices or agencies. In addition to gaining an understanding of how the office or agency functions and what staff members do in that setting, students develop and evaluate their personal skills. Successful practicum work experiences enable students to organize, synthesize and process new information in a manner that combines cognitive and experiential learning. The practicum provides the laboratory for the student to translate what is learned in courses to the actual practice in higher education administration.

In addition to gaining insight regarding the operation of a functional area of higher education, a student in a practicum should also gain a view of the interrelationship of other departments or functional areas. Students should be cognizant of such relations in order to understand the nature of the institution and higher education.

Goals and Objectives

Students should choose practicum experiences related to their own professional goals and to the specific activities that will assist them in reaching those goals. The following are essential:

1. To gain an understanding of the organizational structure of a particular university office or agency, and the interrelationship of that department or unit to other campus departments.
2. To gain an understanding of the clientele served by a particular university office or agency.

3. To develop a personal philosophy of college/university work that will form a foundation for future action.
4. To engage in self-evaluation and assess the need for additional training and personal growth.
5. To have contact with and become involved in a practical manner with student development practitioners and other personnel in a college/university setting.
6. To develop skills in goal setting and change strategy techniques.
7. To develop research, program design and implementation, evaluation, and/or assessment skills.
8. To have a supervised experience in organized development.

Procedures

To register for the practicum course:

1. Contact the potential practicum supervisor and discuss your interest(s) in a practicum experience in his/her office. (Note: It does not have to be an “advertised” practicum opportunity. Students are welcomed and encouraged to seek out opportunities that best fit their programmatic/professional needs.)
2. After receiving approval from the practicum supervisor, complete and submit the *Practicum Approval Form* to the Instructor of Record for the practicum course *no later than the last week of the semester prior to the start of the practicum experience.*
3. Register for the practicum. Remember to designate the number of credit hours you wish to take. The default will only list one credit hour unless otherwise indicated.
4. Meet with your practicum supervisor during the first week of classes to discuss and draft a set of goals and objectives specific to the site. The student should complete the *Practicum Planning and Performance Contract*. Afterwards, submit it to the instructor of record for the practicum course for approval.
5. After completing the required contact hours, the supervisor will complete the *Student Characteristics and Work Skills Evaluation Form* and the student will complete the *Student Self Evaluation Form*. These should be returned to the instructor of record by the individual completing the respective forms.

Requirements

1. **Contact hours:** Practicum students will be required to spend 120 hours on-site in a student affairs, student services, or general higher education administration environment. **Each practicum will be worth 3 credit hours.**
2. **Supervisory hours:** Practicum students shall meet with their supervisor at their chosen practicum site for periodic evaluation sessions.

3. **Learning community symposium:** Practicum participants will come together as a learning community 3-4 times during the semester. They will discuss goals and objectives of their respective practicum experience, share reflections from their experiences, discuss readings from the assigned text, participate in group discussions, and reflect on career-long professional development goals.
4. **Practicum reports:** The purpose of the reports is to encourage the creation of a tangible outcome of the learning experience. Two components are required of the participants:
 - a. **Reflective journals:** The reflective journal is a demonstration of the student's ability to apply what he or she has learned in the classroom to an actual work experience. It synthesizes the experience to what she/he has learned related to practice and theories (both procedures and models). It should document the student's perception, awareness, and knowledge about how programs really work. Educators realize that the theory taught in the classroom may be different from the theory of practice. The student is expected to demonstrate knowledge of the two kinds of theory, show an understanding of the need to ground theory in practice and the problems in doing that, and indicate some synthesis of thought and action. The reflective journal is a continuous assignment throughout the term.
 - b. **Portfolio:** At the end of the term the student will prepare a portfolio illustrating products borne of the practicum experience and include a *Philosophy of Professional Practice*, *Statement of Ethical Practice*, a statement on the current issues related to the functional area of the practicum and how the student sees these shaping future practice, and a statement regarding the student's knowledge and competencies—both intellectual and practical. This hopefully will be useful to the student when on the job market. It should be updated periodically. Students are also encouraged to include copies of any awards or commendations, as well as products produced as a result of assistantships or other internships. This should be a holistic reflection.

Practicum Supervisor Responsibilities:

- Supervisors who accept a practicum student agree to work with the student to develop specific goals, objectives, and activities on the contract submitted by the student and agree to support the student in completing assigned tasks.
- Supervisors should be clear with students about how they and the opportunities at the site can assist the student in fulfilling his/her goals and objectives. Supervisors agree to be available to support the student in completing the practicum objectives and agree to submit the student's evaluation by the due date.
- Supervisors should meet with the student on a regular basis (ideally, an hour a week) in order to provide on-going constructive feedback to the student. In addition, approximately halfway through the semester supervisors should meet with the student to review their progress and performance.

- The supervisor should contact the Practicum Class Instructor if there are problems in the practicum experience that are not resolved between the student and supervisor.
- A final evaluation must be completed and submitted to the Practicum Class instructor by the required date on the syllabus. The student will be given an incomplete if the supervisor does not meet the deadline.

Potential Practicum Sites

Division of Student Affairs (Biscayne Bay or Maidique Campus)

Activity and Services, Business Office

Campus Life

Campus Recreation

Center for Leadership and Service

Disability Resource Center

Graham University Center

University Health and Wellness Center

Housing and Residential Life

Multicultural Programs and Services

- LGBTQA Initiatives
- Student Support Services
- Male Mentoring Initiatives

Office of the Vice President Student Affairs

Ombudsman

Orientation and Parent Programs

Student Conduct and Conflict Resolution

Student Support Services

Veteran and Military Affairs

Wellness and Recreation Center

Wolfe University Center

Women's Center

Additional FIU Departments

Academic Advising (Academic Units)

Alumni Relations'

Athletics

- Student Athletic Development
- Student Athletic Academic Center (SAAC)

Bursar's Office

Career Services and Talent Development

Office of Engagement
Division of Human Resources
Enrollment Services (Admissions, Financial Aid, Registrar)
Honors College
International Student and Scholar Services
Office of Academic Planning/Accreditation
Office of Analysis and Information Management
Office of the Board of Trustees
Office of the President
Office of the Provost
Office of Student Access & Success

- Pre-Collegiate Programs and Grants
- Fostering Panther Pride
- McNair Scholars
- The Educational Effect

Undergraduate Education

- Exploratory Advising Center
- First Year Experience Course (SLS 1501)
- Global Learning
- Invitational Scholars Program
- Office of Scholarships & Fellowships
- Transfer & Transition Services

University Advancement

Other University/Educational Sites

Broward College
FIU Broward at 1-75
Florida Board of Governors
Florida Memorial University
Miami Dade College
NACUBO, ACUHO-I, NASP Summer Graduate Internships
Nova Southeastern University, Student Life
University of Miami-

- Diversity & Multi-Cultural Affairs
- Housing and Residential Life
- Sandler Center for Alcohol and other Drug Education

The Department is open to considering sites that have not previously offered practicum experiences for our students. The most important consideration in establishing a new practicum site is that the setting is able to provide good learning

experiences for students. Such sites should be willing to assist students in exploring and learning about their areas of interest and exploring future career options.

Students are encouraged to consider summer internships at other institutions to enrich their experience base and knowledge of various types of colleges and universities. A number of professional organizations, including American College Personnel Association, the National Orientation Directors Association, and the Association of College and University Housing Officers-International sponsor summer internships at colleges and universities around the country. Students are encouraged to visit the websites of these organizations for more information about options and application procedures

Practicum experiences are typically volunteer (non-paid) experiences. **Paid employment or graduate assistantships cannot be considered for practicum credit.** Summer internships which may include a stipend may be completed for practicum credit if the primary purpose of the internship is educational and the student receives appropriate supervision and completes reflective assignments that encourage the integration of theory with practice.

Selecting a Practicum Site:

The selection of a specific practicum site is important. Both practicum students and site supervisors should consider the “fit” between the student and practicum site. The prospective practicum students should be aware of expected duties and responsibilities of the position as well as opportunities for education and growth.

Good Reasons for choosing a site:

- I’ve always wanted to work in that area, but I have no experience to get a job; a practicum would give me the experience.
- I could learn a lot from... [Insert possible supervisor’s name] so I want him/her as my supervisor.
- I need to be challenged to develop in an area where I have some “room to grow.”
- Even though no one has ever done a practicum there, that’s where I’m interested.
- My potential supervisor understands the practicum is about my development, not just about getting the busywork done.
- I don’t have much work experience overall and this would strengthen my resume package.

Bad Reasons for choosing a Site:

- I’d get to work with my friends.
- I hear it’s easy.
- It fits my schedule.

- My friend liked it (You are not your friend. Your growth needs/career path/interests are not theirs!)
- Any reason other than for the learning and growth.
- I have some elective credits left and a practicum is easy.
- I need to pick something fast.

Advanced Practicum

Students have the option of completing more than one practicum during their master's program. A second or advanced practicum may be used to explore an additional area of higher education with which the student wishes to gain familiarity. The advanced or second practicum should allow the student to take on different assignments and more responsibility than they have previously undertaken.

Florida International University
Department of Leadership and Professional Studies
Higher Education Administration
Practicum Approval Form

Instructions: Once you have been accepted for a practicum, please complete this form and have your supervisor sign and date this form, indicating his/her approval. Then submit the form to the practicum Instructor/Advisor immediately.

This student has been accepted to complete his/her Educational Leadership Practicum in our office for the (circle one) fall / spring /summer _____.
Year

Student Name _____

Department/Program Name _____

Campus/ Location _____ Room Number _____

Supervisor's Name _____

Supervisor's Title _____

Supervisor's
Address _____

Telephone Number (_____) _____ e-mail _____

Signatures

Student: _____ *Date:* _____

Practicum Supervisor: _____ *Date:* _____

Practicum Instructor/ Advisor: _____ *Date:* _____

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Practicum Planning and Performance Contract

Instructions: You may have more than two objectives for each goal and you may have more than two goals. You should develop your goals and objectives in consultation with your practicum supervisor. This form should be signed and attached to Goals & Objectives. The format below should be used as a guide:

Goal #1

Objective #1

Specific Activities and Responsibilities
Evaluation (Who, When, How?)
Projected Deadline for Completion

Objective #2

Specific Activities and Responsibilities
Evaluation (Who, When, How?)
Projected Deadline for Completion

Goal #2

Objective #1

Specific Activities and Responsibilities
Evaluation (Who, When, How?)
Projected Deadline for Completion

Objective #2

Specific Activities and Responsibilities
Evaluation (Who, When, How?)
Projected Deadline for Completion

Approvals & Signatures

Student _____ Date _____

Practicum Supervisor _____ Date _____

Instructor _____

Florida International University
Department of Leadership and Professional Studies
Higher Education Administration
Student Characteristics and Work Skills Evaluation Form
Supervisor Evaluation

Instructions: Please complete and return directly to the student's practicum instructor after contact hour requirements are fulfilled. Your assessment of the student's abilities in the indicated areas will be an indispensable asset in the facilitation of professional growth for this student.

Student's Name _____

Supervisor's Name _____ Telephone _____

Sponsoring Department _____ Location _____

Instructor's Name _____ Telephone _____

Evaluation: The following is a list of areas in which you may have observed behavioral characteristics of the student working under your supervision. Please assess by placing an (X) in the appropriate rating column and by writing your comments in the appropriate area.

A. Individual Performance		Excellent	Good	Fair	Poor	N/A
1.	Demonstration of interest in the field (willingness to learn, enthusiasm for work).					
2.	Ability to organize (thoughts, materials, and time).					
3.	Grasp of the fundamental purpose or philosophy of the department.					
4.	Initiative (to offer leadership, make suggestions, act on own).					
5.	Oral communication (listening as well as speaking, giving reports and presentations).					
6.	Written communication (ability to express and organize ideas).					
7.	Effectiveness and efficiency (timeliness in the completion of assignments, performance of duties, quality of work).					
8.	Self-confidence (ability to lead informal meetings, discussion groups, do things which challenge competencies).					
9.	Maturity (ability to accept criticism, engage in give-and-take on ideas and work performance)					
10.	Evidence of individual growth and professional development as a result of the practicum.					
11.	Ethical and professional behavior as evidenced in contacts with students, staff, and others.					
B. Staff Relations						
1.	Working relationship established with supervisor					
2.	Working relationship established with co-workers					
3.	Engaged in opportunities to meet staff and individuals in other departments					
4.	Overall evaluation of the practicum.					

C. Professional Growth

- 1. Within the limits of this practicum, please indicate the student's two strongest characteristics based on the list in Sections A and B.**

- 2. Indicate two characteristics that the student needs to improve the most, based on the list in Sections A and B.**

- 3. What comments can you make about the student's potential to become a successful Student Affairs/Higher Education practitioner?**

- 4. Describe other factors not covered in this assessment that you think deserve mentioning.**

Practicum Supervisor Signature _____

Date _____

**Florida International University
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Higher Education Administration
Student Self Evaluation Form**

Instructions: Please complete and return to your instructor after the contact hour requirements are fulfilled. Be as specific as possible in assessing your abilities. This self-assessment will be an important asset in the facilitation of your professional growth.

Student's Name _____

Supervisor's Name _____ Telephone _____

Sponsoring Department _____ Location _____

Instructor's Name _____ Telephone _____

Evaluation: The following is a list of areas in which you may have observed behavioral characteristics of the student working under your supervision. Please assess by placing an (X) in the appropriate rating column and by writing your comments in the appropriate area.

	A. Individual Performance	Excellent	Good	Fair	Poor	N/A
1.	Demonstration of interest in the field (willingness to learn, enthusiasm for work).					
2.	Ability to organize (thoughts, materials, and time).					
3.	Grasp of the fundamental purpose or philosophy of the department.					
4.	Initiative (to offer leadership, make suggestions, act on own).					
5.	Oral communication (listening as well as speaking, giving reports and presentations).					
6.	Written communication (ability to express and organize ideas).					
7.	Effectiveness and efficiency (timeliness in the completion of assignments, performance of duties, quality of work).					
8.	Self-confidence (ability to lead informal meetings, discussion groups, do things which challenge competencies).					
9.	Maturity (ability to accept criticism, engage in give-and-take on ideas and work performance)					
10.	Evidence of individual growth and professional development as a result of the practicum.					
	B. Staff Relations					
1.	Working relationship established with supervisor					
2.	Working relationship established with co-workers					
3.	Engaged in opportunities to meet staff and individuals in other departments					
4.	Opportunity provided for constructive criticism and evaluation of your performance.					
5.	Overall evaluation of the practicum.					

C. Professional Growth

- 1. How has this practicum aided in your personal development of a code of ethics?**

- 2. How has this practicum assisted you in the development of a philosophy of relating to the field of higher education?**

- 3. How have your duties or activities in this practicum helped you to become familiar with the professional journals and organizations related to the special areas?**

- 4. How has the practicum provided role models, i.e., individuals whose professional performance you can emulate?**

- 5. Give your overall reaction to this experience, indicating the extent to which you were able to realize the goals you set for yourself (and/or criticisms) that you feel will help you improve the practicum.**

- 6. From the list in Section A, which do you feel are your two strongest characteristics? Please explain.**

- 7. From the list in Section B, which do you feel represent the greatest challenges for you? Please explain.**

Student Signature _____

Date _____