

PRACTICUM PORTFOLIO GUIDELINES

Upon completion of the practicum period, students should submit their Practicum in a digital portfolio through blackboard. If you would prefer to submit a hardcopy 3-ring binder contact your instructor. All submissions must be well organized with a title page, table of contents and, otherwise professionally presented. The Portfolios must include all the following information.

A. Title Page

1. Including: i) Practicum 241 (as the title) ii) student's name, iii) name of practicum site, iv) course number and the semester/year.

B. Table of Contents

C. Practicum Site Profile

D. Agency Overview

1. Give the name of the Agency and describe the practicum site including the history, mission statement, type of organization (e.g., corporation, private, government agency, non-profit, etc.), customers, services offered, as well as other special features.
2. Agency Personnel and Oversight
 - a. Provide an organizational chart and label the names of the key officers, managers, board, etc. Also show your place in the Agency.
 - b. Give a brief description of the individuals that you interacted with (including your Agency Supervisor) on a regular basis and indicate whether they are full-time, part-time, seasonal, and/or volunteers.
3. Office Environment. Describe the location where you worked and how it contributes to the overall mission of the agency. Provide a site layout if available. Describe the office space you were assigned and explain how that influenced your experience.

E. **Midpoint Report:** The Midpoint Report should be e-mailed to your faculty supervisor immediately after you have completed 60 hours (or submitted in the manner required by your faculty supervisor). All questions need to be answered in detail and at least 50 words long (remember to include the question with the answer).

1. How many hours have you completed as of today?
2. How many hours do you have left to complete (note: of the required 120).
3. On what date do you anticipate completing your hours?
4. What have been your key tasks and responsibilities from the beginning of your practicum until now?
5. Name and explain the two most significant, positive experiences you have had during your practicum thus far. **How did you personally contribute to these experiences?**
6. Name and explain the two most frustrating occurrences you have had during your practicum thus far. **What did you do to overcome these frustrations?**

F. **Evaluation of Practicum Experience:** Answer the six questions below in detail.

- A. What are the three most important skills you used or put into practice during the experience? Name and give examples of how these skills were used.
 - B. Briefly evaluate your experience at the site and your site supervisor. How do you think you helped the site in its achievement of its mission?
 - C. Was the practicum a worthwhile experience? Explain why or why not. Would you recommend this site to other TEM students?
 - D. Did you feel educationally prepared for the experience? What other measures can TEM program faculty take to prepare TEM students for the practicum experience?
 - E. What recommendations do you have for the improvement of the practicum experience?
- F. **Completed Work Samples:** Illustrate the breadth and depth of your experience by including numerous written and visual examples of work you completed.
- A. Written examples: (e.g., handouts, correspondence prepared, relevant e-mails, agendas, plans, timelines, etc.).
 - B. Visual examples: (e.g., photographs, promotional materials, maps, etc.)